

**WAYS AND MEANS COMMITTEE
AGENDA
TUESDAY, DECEMBER 1, 2009**

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- | | | |
|-------|-----|---|
| | I | CALL TO ORDER |
| | II | ROLL CALL |
| 1- 5 | III | MINUTES (11/3/09) |
| | IV | PUBLIC INPUT |
| | V | PETITIONS AND COMMUNICATIONS |
| | A. | Presentation on Proposed Hotel Tax Ordinance (Presentation by Annie Rummel) |
| 6- 9 | 1. | Hotel Tax Legislation Designed for the Counties of Bay and Midland (Draft Language) |
| 7-14 | 2. | Bay County Room Tax Ordinance (Draft Language) |
| 15-18 | 3. | Bay County Room Tax Resolution A/Management Agreement (Draft Language) |
| 19-23 | 4. | Letters & E-mails of Support: Bay Area Chamber of Commerce; Americinn Hotel; Bay Valley; Treasurer; County Executive |
| 24-25 | B. | Register of Deeds - Establishment of Procedure to Account for Fee Overages (Seeking approval of policy re minimum refunds - proposed resolution attached) |
| 26-28 | C. | Bay County Treasurer - Land Bank Authority Line of Credit (Seeking approval of Line of Credit for BCLBA from Delinquent Tax Revolving Fund - proposed resolution attached) |
| 29 | D. | Board Chair - Amendment to Bay County Employees' Retirement System Ordinance (Requesting to initiate process to amend Bay County Retirement Ordinance to increase representation on Board to include Bay County Treasurer) |
| 30-33 | E. | Assistant County Executive - Status Report from Resilient-C (Receive) |
| 34 | F. | Corporation Counsel - Amendment to Res. No. 2009-174 (Proposed resolution attached) |
| | G. | Information Systems Director |
| 35-36 | 1. | Speednet Roof Top Agreement (Seeking approval of 2 year renewal agreement, authorization for Board Chair to sign, approval of required budget adjustments - proposed resolution attached) |
| 37-38 | 2. | Computers (2) and Laser Printer for County Clerk's Office (Seeking authorization to purchase required equipment for Vital Stats application, approval of required budget adjustments - proposed resolution attached) |

H. Health Department

1. Director

- 39-40 a. Amendment # 2 to CPBC Agreement (**Seeking approval of amendment which reflects negative adjustment to funding levels - proposed resolution attached**)
- 41-43 b. Mitchell and McCormick Inc. - Software (**Seeking authorization to purchase Health Department software at a total cost of \$205,500, authorization for Board Chair to sign required documents, approval of required budget adjustments - proposed resolution attached**)
- 44-45 2. Emergency Management Coordinator - 2009-2010 Hazardous Materials Emergency Preparedness (HMEP) Grant for Local Emergency Planning Committee (LEPC) (**Seeking approval of grant proposed resolution attached**)
- 46-47 3. Public Health Services Manager - Contract w/HealthSpace Inc. (**Seeking approval of contract; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
- 48-51 I. GIS Coordinator - 2010 Digital Orthophotography Project (**Referred from 11/17/09 Human Services Committee meeting - proposed resolution attached**)

J. Finance Director

- 52-54 1. Fund Transfer (**Seeking authorization to transfer \$343,000 from General Fund to Health Department Fund - proposed resolution attached**)
- 55 2. Executive Directive #2007-11 (**Receive**)
- 56-105 3. Budget Adjustments (**Approval required - proposed resolution attached**)

K. Financial Analyst - 2010 Bay County Budget (**Separate packet**)

VI REFERRALS

VII UNFINISHED BUSINESS

VIII NEW BUSINESS

IX CLOSED SESSION (when requested)

X MISCELLANEOUS

XI ANNOUNCEMENTS

XII ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THE WAYS AND MEANS COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

**WAYS AND MEANS COMMITTEE
MINUTES**

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, NOVEMBER 3, 2009, FOURTH FLOOR, BAY COUNTY BUILDING, 515 CENTER AVENUE, BAY CITY, MI 48708.

Call to order @ 4:03 p.m. by Chair Elder.

Roll call:

MOTION NO.

| COMMISSIONERS PRESENT: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|
| BRIAN K. ELDER, CHAIR P | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | |
| DONALD J. TILLEY, VICE CHAIR P | Y | Y | M/Y | S/Y | Y | Y | S/Y | M/Y | Y | M/Y | Y | |
| MICHAEL J. DURANCZYK P | Y | Y | Y | Y | Y | S/Y | Y | S/Y | Y | S/Y | Y | |
| VAUGHN J. BEGICK P | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | |
| DAWN A. KLIDA P | S/Y | S/Y | Y | Y | M/Y | Y | Y | Y | Y | Y | Y | |
| ERNIE KRYGIER P | M/Y | Y | Y | Y | S/Y | Y | Y | Y | M/Y | Y | Y | |
| KIM COONAN P | Y | Y | Y | Y | Y | M/Y | Y | Y | S/Y | Y | S/Y | |
| EUGENE F. GWIZDALA P | Y | M/Y | S/Y | M/Y | Y | Y | M/Y | Y | Y | Y | M/Y | |
| PATRICK H. BESON, EX OFFICIO P | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | |

MOTION NO.

| COMMISSIONERS PRESENT: | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|------------------------------|----|----|----|----|----|----|----|----|----|----|----|----|
| BRIAN K. ELDER, CHAIR | | | | | | | | | | | | |
| DONALD J. TILLEY, VICE CHAIR | | | | | | | | | | | | |
| MICHAEL J. DURANCZYK | | | | | | | | | | | | |
| VAUGHN J. BEGICK | | | | | | | | | | | | |
| DAWN A. KLIDA | | | | | | | | | | | | |
| ERNIE KRYGIER | | | | | | | | | | | | |
| KIM COONAN | | | | | | | | | | | | |
| EUGENE F. GWIZDALA | | | | | | | | | | | | |
| PATRICK H. BESON, EX OFFICIO | | | | | | | | | | | | |

MOTION NO.

| COMMISSIONERS PRESENT: | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
|------------------------------|----|----|----|----|----|----|----|----|----|----|----|----|
| BRIAN K. ELDER, CHAIR | | | | | | | | | | | | |
| DONALD J. TILLEY, VICE CHAIR | | | | | | | | | | | | |
| MICHAEL J. DURANCZYK | | | | | | | | | | | | |
| VAUGHN J. BEGICK | | | | | | | | | | | | |
| DAWN A. KLIDA | | | | | | | | | | | | |
| ERNIE KRYGIER | | | | | | | | | | | | |
| KIM COONAN | | | | | | | | | | | | |
| EUGENE F. GWIZDALA | | | | | | | | | | | | |
| PATRICK H. BESON, EX OFFICIO | | | | | | | | | | | | |

OTHERS PRESENT: T.HICKNER, M.GRAY, M.FITZHUUGH, A.BROWN, T.QUINN, V.ROUPE, H.WETTERS, D.ENGELHARDT, R.SUPER, M.RUHLAND, L.NORMAN, KEN KRUPA, R.REDMOND, BAY 3 TV; D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

- / -

**WAYS AND MEANS COMMITTEE
TUESDAY, NOVEMBER 3, 2009
PAGE 2**

MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department.

- 1 MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE OCTOBER 6, 2009 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

Ken Krupa, area resident and landlord, addressed the need for additional court clerks in District Court to get court papers filed and returned. The current staff of 2 is overwhelmed by the papers filed and often times those papers are time sensitive. Bay County has 2 clerks and Saginaw County has 9. Bay County has the least number of clerks of any county. Mr. Krupa also spoke to his frustration in getting the police to pick up someone on a bench warrant. The Prosecutor indicated to Mr. Krupa that he has the same problem. The response Mr. Krupa gets is that the jail is full. Mr. Krupa felt that the police are not doing their job.

Howard Wetters, MSU Bay County Extension Director, spoke to items (2) he placed on the agenda dealing with MSU state funding. Due to recent actions in Lansing, there is no need to act on the resolutions and he requested they be withdrawn.

Vicki Roupe, Register of Deeds, reported to the Committee that the recent bake sale to raise funds for breast cancer was very successful with \$420 being raised and, coupled with other funds raised through walking efforts, \$1,500 was turned over to the American Cancer Society.

The Register of Deed's proposed internet fees were considered. A request for a projection of net revenue was requested and Mrs. Roupe indicated she would provide that. Commissioner Klida complimented Mrs. Roupe on the County's Register of Deeds site, it is one of the best sites in the State and very easy to navigate. It was

- 2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF THE PROPOSED REGISTER OF DEED'S INTERNET FEES EFFECTIVE 1/1/2010 TO BE INCLUDED IN THE 2010 BUDGET PROCESS.**
- 3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PURCHASE OF A DOCUMENT SCANNER FOR THE REGISTER OF DEEDS' OFFICE, FUNDS TO COME FROM THE AUTOMATION FUND.**
- 4 **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE STATUS REPORT SUBMITTED BY RESILIENT C (ADMINISTRATIVE SERVICES).**
- 5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE REGION 3 HOMELAND SECURITY PLANNING FY 2008 CITIZEN'S CORP CERT GRANT (ADMINISTRATIVE SERVICES).**
- 6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF FY2010 FEDERAL VISITATION AND ACCESS GRANT FOR BAY COUNTY FRIEND OF THE COURT.**
- 7 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE FY2009/2010 MDEQ AGREEMENT (HEALTH DEPARTMENT).**
- 8 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE READINESS AND EMERGENCY MANAGEMENT FOR SCHOOLS (REMS) AGREEMENT W/BAISD.**

A request to proceed on securing 2010 digital orthophotography was submitted by the GIS Coordinator. Robert Redmond, Financial Analyst, while very supportive of this project, wished to receive additional information, i.e. budget, copy of agreement and who the partners will be. It was

- 9 **MOVED, SUPPORTED AND CARRIED TO REFER PROPOSED RESOLUTION TO THE FULL BOARD, BOARD ACTION DEPENDENT ON RECEIPT OF REQUESTED DOCUMENTATION.**
- 10 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SUBMITTED BUDGET ADJUSTMENTS.**

Commissioner Krygier spoke to the budget process and questioned if, like the State, Bay County should be considering a percentage across-the-board cut to all departments. The State is looking at 20% and possibly the County could consider a percentage less than that. At this time, Mr. Redmond advised the Committee that he provided each one of them with various reports, i.e. a listing of all funds, a listing of all activities, line item summary, general fund line item detail. The suggested budget adopting resolution had been previously e-mailed to each commissioner which included fees, capital items and personnel. Mr. Redmond invited questions or suggestions from the commissioners. Commissioner Gwizdala questioned if the County Executive has been involved in this process and the response was affirmative. Discussions are held regularly and the Executive is awaiting changes from Mr. Redmond. Mr. Redmond advised that some changes have been made because they had to be due to revenues. Mr. Redmond is hoping that all of this will be ready for the December 2009 Ways and Means Committee meeting. Board Chair Beson indicated that they have been working with the Executive and meetings will be held on an ongoing basis, i.e. daily, weekly. The reports have been provided so Commissioners can have input. Commissioner Coonan questioned whatever happened to the revenue meeting that was to have been scheduled, will there be an updated forecast? The Executive advised that the forecast should be done by the end of the week. Commissioner Coonan felt that services should be looked at and how services can be provided/affected if there are staff reductions. He stressed that all vacancies must be looked at. Mr. Redmond noted that assumptions from July 30th will be changed.

Commissioner Begick thanked the Executive for providing information on the Veterans van program. With a change in officers, there was some confusion and this cleared the matter up. Board Chair Beson also noted that the County has funded the Soldiers and Sailors Relief Fund with \$60,000 as well as an appropriation for burials. The County has and will continue to provide funding.

Closed sessions were withdrawn.

There being no further business, it was

11 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:33 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

Hotel Tax Legislation designed for the Counties of Bay and Midland County – Draft Language

What is desired to have the new legislation accomplish:

- 1. Be a 5% countywide lodging tax to serve counties whose population is below 600,000 with a city within the county whose population falls below 100,000.**
- 2. Collected under the authority of the County Board of Commissioners and collected and administered by the County Treasurer's office with the County Treasurer assessing up to but not to exceed 5% of the total of the collection after any credits.**
- 3. Make available up to but not to exceed 25% of the tax funds collected, (after #2 is accomplished,) to be invested into tourism economic development efforts – defined in proposed language -, programs or for tourism advancement investments deemed appropriate by the County Board of Commissioners.**
- 4. Transfer the remaining balance in excess of but not less than 75% of the tax funds collected, (after #2 is accomplished,) to the authorized Convention & Visitors Bureau for the purpose of representing a specific destination or region and helping the long-term development of communities through a travel and tourism strategy.**
- 5. Does not allow for overlapping lodging taxes within the county. The hotel assessment of 2% would be removed prior to the 5% Hotel Tax implemented.**

Definitions

Sec. 1. As used in this act:

- (a) "Accommodations" means the room or other space provided for sleeping, including furnishings and other accessories therein. Accommodations do not include food and beverages.
- (b) "Administrator" means the official designated by the county to collect the tax and to administer and enforce the ordinance.
- (c) "Convention & Visitors Bureau (also known as a Destination Marketing Organization) is a not-for-profit organization charged with representing a specific destination or region and helping the long-term development of communities through a travel and tourism strategy.
- (d) "Tourism Economic Development Projects and Programs" means a convention and meeting facility, entertainment facility, museum, festival, arts project, sports complex, sporting event, attraction, or other tourism related event, activity or facility officially designated by the county.
- (e) "Person" means a natural person, partnership, fiduciary, association, corporation, or other entity.
- (f) "Revenues" means the income derived from the tax, plus interest and penalties imposed by this act, levied and assessed under an ordinance adopted pursuant to this act.
- (g) "Transient guest" means a natural person staying less than 30 consecutive days.

Excise tax on persons engaged in business of providing rooms for dwelling, lodging, or sleeping purposes to transient guests; exempt accommodations; amendment or repeal of ordinance; tax rate; compliance with subsection (1)

Sec. 2. (1) The county board of commissioners of a county having a population of less than 600,000 persons, and having a city not exceeding 100,000 population may enact an ordinance to levy, assess, and collect an excise tax from all persons engaged in the business of providing rooms for dwelling, lodging, or sleeping purposes, except in hospitals or nursing homes, to transient guests, whether or not membership is required for the use of the accommodations.

(2) The ordinance provided by this act may be amended or repealed in the same manner as it was adopted.

(3) The tax imposed pursuant to this act shall be at a rate of not more than 5% of the total charge for accommodations subject to this act.

(4) If a county meets the requirements of subsection (1) on the date it enacts an ordinance under this act, the county may continue to levy, assess, and collect the excise tax under this act.

□

Mandatory provisions of ordinance

Sec. 3. A county levying a tax pursuant to an ordinance adopted under this act shall provide in the ordinance for:

- (a) The effective date of the ordinance, which shall be in accordance with section 4.
- (b) The rate of the tax to be imposed not to exceed 5%.
- (c) The rate and manner of the imposition of interest and penalties for delinquency in payment of taxes or other violations of the ordinance. The interest imposed on delinquency in payment of the tax shall not be more than 1% per month or fraction thereof of the unpaid tax after the due date thereof until paid. The penalty for delinquency in payment of the tax when due or other violations of the ordinance may be in addition to the interest but shall not be more than 5% of the amount of the unpaid tax per month or fraction thereof after the due date thereof until paid. However, the penalty shall not exceed 25% of the unpaid tax.
- (d) The determination and allowance of abatements and refunds.
- (e) The designation of the administrator of the tax and methods of collection.

Discretionary provisions of ordinance

Sec. 4.

A county levying a tax under this act may provide in the ordinance for:

- (a) The adoption and enforcement of rules to apply, interpret, effectuate, and administer the ordinance and the purposes of the tax.
- (b) The prescribing and furnishing to taxpayers of forms, instructions, manuals, and other materials necessary for endorsement of the tax and the auditing of tax returns.
- (c) The examination by the administrator or his agent of the books and records of a taxpayer for purposes of determining the correctness of a tax return or information filed, or the determination of any tax liability there under.
- (d) The imposition of a fine of not more than \$500.00, or imprisonment of not more than 90 days, or both for violation of the ordinance.

Effective date of ordinance

Sec. 5.

An ordinance adopted pursuant to this act shall not become effective before the first day of the month following the expiration of 60 days after the ordinance is adopted.

Taxes cumulative

Sec. 6.

The taxes levied under this act shall be in addition to any other taxes, charges, or fees.

Deposit and use of revenues

Sec. 7.

The revenues derived from the taxes imposed pursuant to this act shall be deposited in a special fund to be used by the county for economic development purposes and also directed to the Convention & Visitors Bureau that is organized pursuant to state law, together with other available funds only to pay:

(a) The cost of administration and enforcement of the ordinance not to exceed 5% of the revenues collected.

(b) The promotion, marketing and encouragement of tourist, meeting and convention and leisure business in the county by a Convention & Visitors Bureau not to be less than 75% of total taxes collected after the costs outlined in provision (a).

(c) The financing of tourism-related economic development projects or programs, construction, improvement, enlargement, repair, or maintenance of convention and entertainment facilities, including, the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the county for tourism economic development projects or programs not to exceed 25% of total taxes collected after costs outlined in provision (a).

Bay County Room Tax Ordinance – Draft Language

The following ordinance will go into effect only upon removal of the Hotel Assessment of 2% and the successful and acceptable implementation of the 5% Hotel Tax Legislation.

An ordinance providing for the assessment and collection of an excise tax on persons engaged in the business of providing rooms for dwelling, lodging or sleeping purposes to transient guests. The purpose of this ordinance is to: require reports; provide for tax credits; provide for the powers and duties of the county treasurer; provide power to contract for fund administration; provide penalties; provide for abatements and refunds; and provide for disposition of revenues.

Section One

Purpose

In the interest of the citizens of Bay County, and for the benefit of the general public, and with the purpose of providing to the public and to the citizens convention and entertainment facilities as described in Act XXX, Public Acts of Michigan, 2010, as amended; and to establish as Administrator for the administration and enforcement of this Act, the County of Bay, Michigan does hereby adopt the following ordinance under Act XXX of the Public Acts of Michigan, 1851, as amended (MSA5.331).

Section Two

Definitions

- a. "Accommodations" means the room or other space provided for sleeping, including furnishings and other accessories. It does not include food and beverages.
- b. "County Treasurer" means the elected county treasurer or his duly authorized representative.
- c. "Convention and entertainment facilities" means all or any part, or any combination of convention halls, or auditoriums, music hall, arenas, meeting rooms, exhibit areas and related public areas.
- d. "Tourism Economic Development Projects and Programs" means a convention and meeting facility, entertainment facility, museum, festival, arts project, sports complex, sporting event, attraction, or other tourism related event, activity or facility officially designated by the county.
- e. "Person" means a natural person, partnership, fiduciary, association, corporation or other entity.

- f. "Revenues" means the income derived from the excise tax levied under this ordinance, plus interest and penalties imposed by this ordinance.
- g. "Transient guest" means a natural person staying less than 30 consecutive days.
- h. "Quarter" means a three calendar month period - the first commencing January 1 of each year.

Section Three

Levy of Tax: Collections; Rate; Exceptions; Credits

- a. Effective July 1, 2010, there shall be levied upon and shall be collected from all persons engaged in the business of providing rooms for dwelling, lodging or sleeping purposes to transient guests, whether or not membership is required for the use of the accommodations, an excise tax equal to 5% of the total charged for accommodations.
- b. No tax shall be imposed upon hospitals or nursing homes or upon a corporation or association organized and operated exclusively for religious, charitable or educational purpose, in which no part of the net earnings inures to benefit of any private shareholder or individual.
- c. All persons subject to this tax may receive a tax credit of 100% of the tax the person collected up to a maximum of \$750 per quarter for all funds expended for hotel, motel promotions advertising or for promotion and encouragement of tourists and convention business in the County of Bay.
- d. In order to receive the tax credit set forth in Section 3 (c), the person shall file, along with the quarterly report required by Section 5 (a), an affidavit setting forth the amount expended and what the funds were expended for along with such substantiating documents and details as the County Treasurer may reasonably require.

Section Four

Collections

All persons who are engaged in the business of providing rooms for dwelling, lodging or sleeping purposes to transient guests shall collect the tax imposed in Section 3 for the County of Bay.

Section Five

Reports; Remittances; Interest; Tax Returns

- a. On or before the 30th day following each quarter, every person required in Section 4 to collect the tax shall file a report for the preceding quarter with the County Treasurer showing the total amount of consideration paid for all accommodations in the preceding quarter, the amount of the tax collected

on such accommodations and any other information that the County Treasurer may reasonably require. Such person shall pay the tax due on such accommodations at the time of filing the report with the County Treasurer. All remittances of taxes imposed by this Ordinance shall be to the County Treasurer by bank draft, check, cashier's check, money order, certificate of deposit or money. The County Treasurer shall issue a receipt, and shall deposit all monies received in a special fund of the County; provided, however, that no remittance other than cash shall be a final discharge of liability for the assessed and levied tax unless and until it has been paid in cash.

- b. Interest at the rate of 1% per month, or a fraction thereof, shall be imposed on the unpaid tax after the due date until paid. Such interest shall continue at the rate of 1% per month, or fraction thereof, until paid. Any and all interest added shall be collected as a part of the tax.
- c. Every person subject to the operation of this Ordinance shall annually file with the County Treasurer a copy of any and all Sales Tax Returns required by the State of Michigan within 30 days after filing same with the State.

Section Six
Powers and Duties of County Treasurer;
Rules and Regulations; Collection Expenses

The County Treasurer shall collect the tax imposed in Section 3 and shall administer and enforce this Ordinance. The County Treasurer shall have the power to make such rules and regulations subject to the approval of the Bay County Board of Commissioners as are necessary to effectively collect the tax and shall, upon reasonable notice, have access to books and records necessary to enable the County Treasurer to determine the correctness of any report filed as required by this Ordinance and the amount of taxes due under the provisions of this Ordinance.

The County Treasurer shall furnish forms, instructions, manuals and other materials necessary for endorsement of the tax and the auditing of tax returns to each taxpayer. The County shall receive actual and reasonable costs from all proceeds collected under this Ordinance for collection expenses incurred by the Bay County Treasurer's office plus all interest and penalty fees.

Section Seven
Penalties

Any person who violates any provisions of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined an amount not to exceed \$500,

imprisonment in the County Jail for a period not to exceed 90 days, or by both such fine and imprisonment. In addition, any person who fails to remit the tax or violates the reporting provision imposed by this Ordinance within the time required shall forfeit the additional 5% of the amount of the unpaid tax per month or fraction thereof after the due date thereof until paid; provided, however, the penalty shall not exceed 25% of the unpaid tax.

Section Eight
Abatements and Refunds

If a return or remittance is filed after the due date set forth in Section 5, and it is shown that the failure to file was due to a reasonable cause and not due to willful neglect as determined by the County Treasurer, the penalty and interest prescribed in Section 8 shall not apply; provided, however, that County Treasurer shall at no time have the power or authority to cancel or diminish any part of the tax imposed under this Ordinance unless the tax was inadvertently collected from a person meeting the requirements in Section 3 (b) or a court of competent jurisdiction orders such.

Section Nine
Other Taxes Notwithstanding

The taxes levied under this Ordinance shall be in addition to any other taxes, charges or fees.

Section Ten
Disposition of Revenues

The revenues derived from the taxes imposed pursuant to this Ordinance shall be deposited by the County Treasurer in a Revenue Receiving Fund to be used by the County for the purpose of:

- a. Not more than 5% of the taxes received by the County Treasurer's office to pay the cost of administrative and enforcement of this Ordinance.
- b. Not less than 75% directed to the designated Convention & Visitors Bureau.
- c. Not more than 25% directed to tourism economic development projects as designated by the Bay County Board of Commissioners.

Section Eleven
Investment of Funds

The County Treasurer may invest monies in a Revenue Receiving Fund. In the event such deposit are made, the security representing the same shall be kept on deposit with the depository of the fund from which such investments are made and such securities and the income from the securities shall become a part of a Revenue Receiving Fund.

Section Twelve

Severability

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions.

Bay County Room Tax Resolution A/Management Agreement – Draft Language

The following Resolution A/Management Agreement will go into effect only upon removal of the Hotel Assessment of 2% and the successful and acceptable implementation of the 5% Hotel Tax Legislation and Bay County Ordinance #XXX.

Contingent upon the enabling 5% Hotel Tax Legislation by the State of Michigan:

Regarding: A Management Agreement with the Bay County Convention & Visitors Bureau for distribution of room tax funds in accordance with Bay County Ordinance # XXX.

At a regular meeting of the Bay County Board of Commissioners of the County of Bay held in the City of Bay City, Michigan on the XXth day of December, 2009 at X:XX p.m. o'clock, Michigan time, Present, ...

The following agreement was moved by Commissioner XXX and seconded by Commissioner XXX:

This agreement, made and entered into this _____ day of December, 2009, by and between the County of Bay, a municipal corporation, of **ADDRESS**, hereinafter referred to as the "County", and the Bay County Convention & Visitors Bureau, Inc., a Michigan nonprofit corporation with offices at **ADDRESS**.

Whereas, the Bureau was organized for the following purposes:

To conduct a continuing activity to win for the Great Lakes Bay Region and the County of Bay good will and high esteem as a desirable area in which to live, work, worship, play and do business.

To bring convention, conferences, sports events, and trade shows to the Great Lakes Bay Region and the County of Bay to extend assistance and specific services to assure the success of the event planner and to those who attend their events.

To encourage and facilitate visitor travel to the Great Lakes Bay Region and the County of Bay through suitable publicity and promotion and the conducting of informational activities for the handling of mail inquiries, electronic information and the direction of visitors within the area: and

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WHEREAS, the COUNTY of Bay desires to avail itself of the services of the BUREAU for the benefit and prosperity of the inhabitants of the Great Lakes Bay Region and the County of Bay:

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the COUNTY and the BUREAU hereby agree as follows:

1. After the five percent (5%) cost of administering and enforcing the tax, plus interest or penalty fees collected under said ordinance for collection expenses incurred by the Bay County Treasurer's Office. The Bay County Treasurer prior to transferring the funds to the BUREAU shall deduct the expenses, interest and penalties. This amount may be further reduced by no more than twenty five percent (25%) to apply toward a designated tourism economic development project. The COUNTY shall transfer to the BUREAU no less than 75% of the funds collected from the five percent (5%) of Accommodation Tax Ordinance collections.
2. The Bay County Treasurer shall have the duty and responsibility for one hundred percent (100%) of the collections and disbursements of the County Accommodation Tax.

Funds Received by the BUREAU from the COUNTY, less a sum equal to any tax credits granted pursuant to Section 3 (c) of the Bay County Accommodation Ordinance shall be expended by the BUREAU for the following purposes:

1. To manage and operate a Convention & Visitors Bureau and to render the services therein contemplated.
2. To provide a Convention & Visitors Bureau Manager, who shall direct, assist and coordinate all phases of the activities of the BUREAU.
3. Additional services to be rendered by the BUREAU monies may include but are not limited to the following:
 - a. Conduct an aggressive electronic, mail and advertising campaign stressing Bay County's advantages through all available media.
 - b. Prepare and distribute as widely as possible printed and electronic materials regarding convention and tourism opportunities in the Bay County.
 - c. Secure conventions, including participation in bidding, travel, and other necessary means.
 - d. Assist in convention arrangements
 - e. Maintain and/or operate the Bay County/Great Lakes Bay Regional Convention & Visitors Bureau.

- f. Define and publicize points of interest from a tourism standpoint.
 - g. Assist in the planning and development of new public points of interest and activities.
 - h. Advertising and promotions designed to promote and encourage tourists and convention business to Bay County.
- 3. In compliance with the Uniform Budgeting and Accounting Act (Act 2 of the Public Acts of 1968, as amended; MCLA 141.421, et. seq.) the BUREAU shall, each year, submit its budget for the ensuing year to the COUNTY'S Board of Commissioners by the date and in a form and manner as may be prescribed by the COUNTY'S Board of Commissioners.
 - a. No expenditures shall be made for the ensuing year unless and until the budget has been approved by the Bay County Board of Commissioners provided, however, that if no budget has been approved by the beginning of the ensuing fiscal year, the BUREAU may, with the approval of the appropriate committee of the Board of Commissioners, make expenditures solely as necessary to continue existing programs, in conformance with the prior year's approved budget.
 - b. This provision (paragraph 3 and the subdivisions thereof) shall be applicable commencing with the budget for the fiscal year 2010/2011 and each year thereafter so long as this agreement is in full force and effect.
- 4. The BUREAU shall submit to the COUNTY an annual audit. The COUNTY, at its sole discretion, may require the BUREAU to be part of the COUNTY'S audit. In such event, the BUREAU shall cooperate fully and completely with the COUNTY'S auditors.
- 5. In addition to submitting an annual audit to the COUNTY, the BUREAU shall within 60 days of the close of the BUREAU'S fiscal year, the BUREAU will deliver to the Bay County Treasurer a list of fixed asset inventory and a financial operating statement of the business of the BUREAU in such detail and with such supporting documents as the Bay County Treasurer and/or Bay County Board of Commissioners may reasonably request.
- 6. Within 45 days after each calendar quarter, the COUNTY, through the Bay County Treasurer, shall remit to the BUREAU the net proceeds received by the COUNTY from the County of Bay's Accommodation Tax Ordinance for the preceding calendar quarter.
- 7. The Bay County Treasurer and/or the Bay County Board of Commissioners shall, upon reasonable notice, have access to the books and records of the BUREAU necessary to enable them to determine the financial condition of the BUREAU.

8. It is expressly understood and agreed by the BUREAU that the funds generated by the accommodation tax and turned over to the BUREAU shall be used solely for the purpose of securing and serving conventions by the BUREAU and fostering tourism.
9. At the sole discretion of the Bay County Board of Commissioners, one County Commissioner shall be designated by the Chairman of the Bay County Board of Commissioners and shall have the right to serve as a voting member of the Board of Directors of the Bureau.
10. The BUREAU is employed as an independent contractor and is not the agent of the COUNTY, and none of the employees of the BUREAU shall be employees of the County of Bay, and the BUREAU'S employees shall not be entitled to any fringe benefits or other benefits that the COUNTY'S employees may receive.
11. The term of this agreement shall be for a period of Forty-two months (42 months) commencing on July 1, 2010 and ending on September 2012. This contract shall be automatically renewed for successive periods of one year unless either party hereto shall have given its notice of intent to terminate said Agreement.

This agreement shall be terminated at any time upon a ninety-day written notice from either party to the other. Upon giving or receiving of the notice of termination, both parties will make reasonable efforts to end expenditure under this Agreement during the ninety day notice period.

Upon termination of this contract for whatever reason, the BUREAU shall deliver to the COUNTY all funds remaining on hand, if any, after discharge and payment of all debts or other obligations incurred while this agreement was in force and, in addition, any removable personal property belonging to the BUREAU that was financed or made available through the accommodation tax revenues.

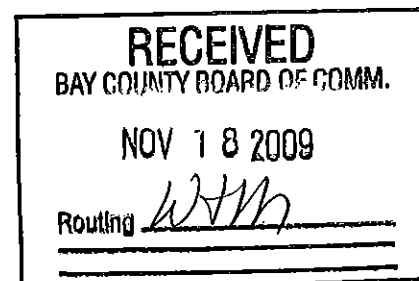
IN WITNESS WHEREOF, the undersigned have placed their hands and seals the day and year first above written.

A vote on the foregoing resolution was taken and was as follows:

-18-

November 17, 2009

Bay County Board of Commissioners
Bay County Building
515 Center Avenue, Suite 405
Bay City, Michigan 48708-5125



Dear Chairman Beson and Board of Commission Members:

Please let this letter serve to communicate the Bay Area Chamber of Commerce support of the efforts to establish a 5% countywide lodging tax in Bay County. Our desire is to see the establishment of a fully funded Convention & Visitors Bureau organized to encourage and facilitate visitor travel to the Great Lakes Bay Region and to the County of Bay.

As the business leadership organization in Bay County and as an active participant in the Great Lakes Bay Regional partnership, our desire is to advance the tourism industry within our region. We wish to avail these businesses with the services provided by a full service Convention & Visitors Bureau. Your support of this effort will benefit our tourism industry and also, with the contribution to economic development, benefit the citizens of Bay County by an improved quality of life. Additionally, with membership dues paid to the Chamber of Commerce being an eligible expense under the \$750 per quarter credit program, the Chamber may be made stronger with increases in the number of lodging properties as new Chamber members. Additionally, we fully expect the Convention & Visitors Bureau to conduct continuing activities to position Bay County and the Great Lakes Bay Region as a desirable tourism area.

Our organization fully expects that the Convention & Visitor Bureau will create a marketing plan to bring motorcoach business, conventions, meetings and conferences, sports events, and trade shows to the Great Lakes Bay Region and to the County of Bay as well as to extend assistance and specific services to assure the success of event planners and services to those who attend their events. This will be accomplished through suitable publicity and promotion and the conducting of informational activities for the handling of mail inquiries, electronic information and the direction of visitors within the area.

Your Bay Area Chamber of Commerce appreciates your work to establish a 5% countywide lodging tax. We understand that this tax would be countywide, be collected under the authority of the County Board of Commissioners, include up to a \$750 tax credit to lodging properties and be collected and administered by the County Treasurer's office with an administrative fee not to exceed 5%. We understand that up to, but not to exceed 25% of the tax funds collected may be invested into tourism economic development efforts. And, we understand that the remaining balance in excess of but not less than 75% of the tax funds collected will be forwarded to the authorized Convention & Visitors Bureau for the purpose of representing our specific destinations and the Great Lakes Bay Region to help foster the long-term development of communities through a sustainable travel and tourism marketing strategy.

Again, thank you for your work toward achieving this effort.

Sincerely,



Michael D. Seward, CCE
President & CEO

CC: Board of Directors

-19-

November 16, 2009

County Board of Commissioner Chairman Beson and Board of Commission Members
Bay County Building
Suite 405
515 Center Avenue
Bay City, Michigan 48708-5125

Dear Chairman Beson and Board of Commission Members:

Please let this letter serve to communicate our support of the efforts to establish a 5% countywide lodging tax in Bay County. Our desire is to establish a fully funded Convention & Visitors Bureau organized to encourage and facilitate visitor travel to the Great Lakes Bay Region and to the County of Bay.

As a lodging property located in the County of Bay and proud to participate in the Great Lakes Bay Regional partnership, our desire is to avail our property of the services of a full service Convention & Visitors Bureau. Your support of this effort will benefit our tourism industry and also, with the contribution to economic development, benefit the citizens of Bay County by an improved quality of life. Our facility expects that the Convention & Visitors Bureau will conduct continuing activities to position Bay County and the Great Lakes Bay Region as a desirable tourism area.

Our facility expects that the Convention & Visitor Bureau will create a marketing plan to bring motorcoach business, conventions, meetings and conferences, sports events, and trade shows to the Great Lakes Bay Region and to the County of Bay as well as to extend assistance and specific services to assure the success of event planners and services to those who attend their events. This will be accomplished through suitable publicity and promotion and the conducting of informational activities for the handling of mail inquiries, electronic information and the direction of visitors within the area.

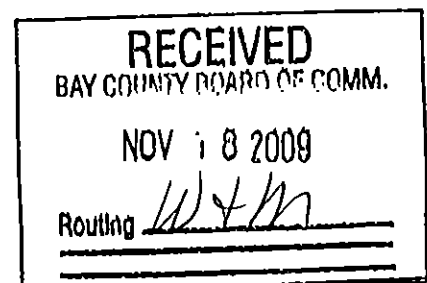
As our duly elected Board of Commissioners we wish to express our appreciation for your work to establish a 5% countywide lodging tax. We understand that this tax would be countywide, be collected under the authority of the County Board of Commissioners and collected and administered by the County Treasurer's office with an administrative fee not to exceed 5%. We understand that up to, but not to exceed 25% of the tax funds collected may be invested into tourism economic development efforts. And, we understand that the remaining balance in excess of but not less than 75% of the tax funds collected will be forwarded to the authorized Convention & Visitors Bureau for the purpose of representing our specific destinations and the Great Lakes Bay Region to help foster the long-term development of communities through a sustainable travel and tourism marketing strategy.

Again, thank you for your work toward achieving this effort. Your work is appreciated.

Sincerely,



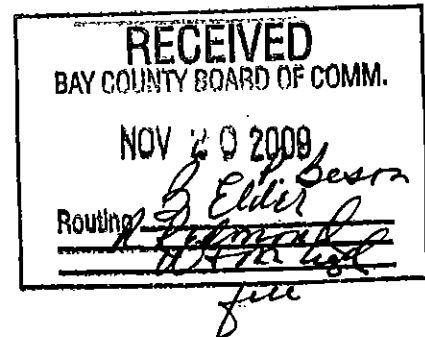
Kelly Dee
Chairman Bay City CVB
Area Manager
Americinn Hotel





BAY VALLEY

Resort & Conference Center



November 16, 2009

County Board of Commissioner Chairman Beson and Board of Commission Members
Bay County Building
Suite 405
515 Center Avenue
Bay City, Michigan 48708-5125

Dear Chairman Beson and Board of Commission Members:

Please let this letter serve to communicate our support of the efforts to establish a 5% countywide lodging tax in Bay County. Our desire is to establish a fully funded Convention & Visitors Bureau organized to encourage and facilitate visitor travel to the Great Lakes Bay Region and to the County of Bay.

As a lodging property located in the County of Bay and proud to participate in the Great Lakes Bay Regional partnership, our desire is to avail our property of the services of a full service Convention & Visitors Bureau. Your support of this effort will benefit our tourism industry and also, with the contribution to economic development, benefit the citizens of Bay County by an improved quality of life. Our facility expects that the Convention & Visitors Bureau will conduct continuing activities to position Bay County and the Great Lakes Bay Region as a desirable tourism area.

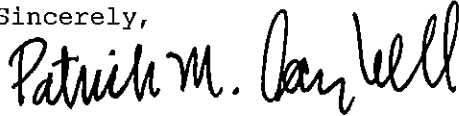
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As our duly elected Board of Commissioners we wish to express our appreciation for your work to establish a 5% countywide lodging tax. We understand that this tax would be countywide, be collected under the authority of the County Board of Commissioners and collected and administered by the County Treasurer's office with an administrative fee not to exceed 5%.

We understand that up to, but not to exceed 25% of the tax funds collected may be invested into tourism economic development efforts. And, we understand that the remaining balance in excess of but not less than 75% of the tax funds collected will be forwarded to the authorized Convention & Visitors Bureau for the purpose of representing our specific destinations and the Great Lakes Bay Region to help foster the long-term development of communities through a sustainable travel and tourism marketing strategy.

Again, thank you for your work toward achieving this effort. Your work is appreciated.

Sincerely,

A handwritten signature in black ink that reads "Patrick M. Campbell". The signature is written in a cursive, flowing style.

Patrick M. Campbell
General Manager

From: Rick Brzezinski Bay County Treasurer (Rick Brzezinski)
To: brian elder; Pat Beson; Robert Redmond; Tom Hickner
CC: Annie Rummel; Deanne Berger; Debra Russell; JoAnn Crary; John Lore; ...
Date: 11/21/2009 11:03 AM
Subject: Re: Proposed County Ordinance for new hotel tax

Brian- I have reviewed the attached information for the proposed tax and discussed with Marv Hare the Saginaw County Treasurer how the process works in Saginaw County.

Marv indicated that the enforcement does require some time and resources especially with some of the smaller operators. I am confident that I could implement and manage this process with my current staffing level.

You have my support and I am confident this could be implemented in Bay County.

>>> Tom Hickner 11/16/2009 3:55 PM >>>
Brian

I am fully supportive of this proposal.

As a former member of the CVB, I was a consistent supporter of returning the assessment back to the higher rate. The CVB was always underfunded.

Visitors who stay at our local hotels and motels do not make decisions based on this tax. Furthermore, the \$s from the tax directly benefit their ongoing operations.

Let me know if I can be of any help. I would be willing to go to Lansing if that would help.

Tom Hickner
Bay County Executive
515 Center Avenue Suite 401
Bay City, Michigan 48708

Tel. 989.895.4130
Fax 989.895.7658



515 Center Ave., Suite 102
Bay City, MI 48708
www.co.bay.mi.us

Victoria L. Roupe
Bay County Register of Deeds

Kellie Daniels
Deputy Register of Deeds
Phone (989) 895-4228
Fax (989) 895-4296
TDD (989) 895-4049

November 24, 2009

TO: Brian Elder, Chair
Ways and Means

FROM: Vicki Roupe *Vicki Roupe*
Register of Deeds

SUBJECT: REQUEST TO ESTABLISH A PROCEDURE FOR FEE OVERAGES

Background:

The Register of Deed's Office has been experiencing a large increase recently with change being returned with documents due to improper calculation of funds. This creates a problem in the office if we do not bring in enough cash on a daily basis to cover these overages. On certain days I can be returning \$14.00 to \$20.00. In checking with various counties, they have adopted policies whereby they keep the overages. I am requesting Bay County adopt a similar policy and set the limit at \$5.00 per recording.

Finance and Economics:

By adopting the above policy, additional revenue will be realized for Bay County's general fund.

Recommendation:

Approve the overage policy with a limit of \$5.00 per recording.

-24-

| |
|---------------------------|
| RECEIVED |
| BAY COUNTY BOARD OF COMM. |
| NOV 24 2009 |
| Routing _____ |

BAY COUNTY BOARD OF COMMISSIONERS

12/8/09

**RESOLUTION TO ESTABLISH PROCEDURE
TO ACCOUNT FOR FEE OVERAGES**

BY: WAYS AND MEANS COMMITTEE (12/1/09)

WHEREAS, As revised Article 9 PA 348, the State of Michigan stipulated proper filing fees and rejections; and

WHEREAS, The Bay County Register of Deeds believes the Bay County Board of Commissioners should establish a minimum refund resolution; Therefore Be It

RESOLVED as follows:

1. A specific procedure and account is hereby established per department for fee overages; and
2. A minimum amount of \$5.00 will be refunded per voucher request to General Accounting.

BRIAN K. ELDER, CHAIR

AND COMMITTEE

Register of Deeds - Procedure for Fee Overages

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Michael J. Duranczyk | | | | Dawn A. Kilda | | | | Brian K. Elder | | | |
| Patrick H. Beson | | | | Ernie Krygler | | | | Eugene F. Gwizdala | | | |
| Vaughn J. Beglck | | | | Kim Coonan | | | | Donald J. Tilley | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____



COUNTY OF BAY

515 Center Avenue, Suite 103 Bay City, MI 48708-5122

RICHARD F. BRZEZINSKI
BAY COUNTY TREASURER

Phone: (989) 895-4285
Fax: (989) 895-4082
brzezinski@baycounty.net

To: Brian K. Elder, Chair of Ways and Means Committee
Date: November 23, 2009
Re: Bay County Land Bank Authority Line of Credit

Request:

Approve the Bay County Land Bank Authority obtaining a Line of Credit not to exceed \$25,000.00 from the Bay County Delinquent Property Tax Foreclosure Fund.

Background:

On August 11, 2009 The Bay County Board of Commissioners approved the formation of the Bay County Land Bank Authority. At the Land Bank Authority's organizational meeting held November 3, 2009 it was approved requesting approval from the Bay County Board of Commissioners to grant an operating line of credit for start up expenditures.

Finance/Economics:

The funds would be borrowed without interest from the Bay County Delinquent Property Tax Foreclosure Fund as needed not to exceed \$25,000.00. There are some startup and future expenditures that will need to be covered until future funding sources are identified and materialize.

Currently there are attorney fees for the drafting of the intergovernmental agreement between the County and State. Bay County Corporation Counsel has covered the expenditure with the understanding of being reimbursed.

A parcel of land less than the size of a full city lot did not sell at this year's delinquent tax foreclosure auction. A neighbor has inquired about obtaining the lot to build a house. The adjoining parcel that would make up a full lot is owned by the Michigan Land Bank Fast Track Authority. The Bay County Land Bank approved obtaining the adjoining parcel from the State to complete the full lot. There would be some costs associated with the transaction.

Recommendation:

Approve the \$25,000 line of credit between the Bay County Land Bank Authority and the Bay County Delinquent Property Tax Foreclosure fund.

BAY COUNTY BOARD OF COMMISSIONERS

12/8/09

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (12/1/09)
- WHEREAS, On August 11, 2009 the Bay County Board of Commissioners established the Bay County Land Bank Authority and members were appointed to the Land Bank Authority; and
- WHEREAS, The organizational meeting of the Land Bank Authority was held 11/3/09 and, at that meeting, authorization was granted to seek approval from the Board of Commissioners of an operating line of credit for start up expenses in the amount of \$25,000; and
- WHEREAS, There are startup and future expenditures that will need to be covered until future funding sources are identified and materialize; and
- WHEREAS, Currently there are attorney fees outstanding for legal work involved with the drafting of the Intergovernmental agreement between the County and State which Corporation Counsel has covered with the understanding of being reimbursed; and
- WHEREAS, The Treasurer has proposed that these funds be borrowed without interest from the Bay County Delinquent Property Tax Foreclosure Fund as needed not to exceed \$25,000; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners authorizes the Bay County Land Bank Authority line of credit in an amount not to exceed \$25,000 from the Bay County Delinquent Property Tax Foreclosure Fund; Be It Further
- RESOLVED That budget adjustments required are approved.

BRIAN K. ELDER, CHAIR

AND COMMITTEE'

Treasurer - Land Bank Authority - Line of Credit

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Michael J. Duranczyk | | | | Dawn A. Kilda | | | | Brian K. Elder | | | |
| Patrick H. Beson | | | | Ernie Krygier | | | | Eugene F. Gwizdala | | | |
| Vaughn J. Beglick | | | | Kim Coonan | | | | Donald J. Tilley | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

-28-



BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125

(989) 895-4120 FAX (989) 895-4226 TDD (989) 895-4049

e-mail address: bergerd@baycounty.net

www.baycounty-mi.gov

PATRICK H. BESON
CHAIRMAN
2ND DISTRICT

EUGENE F. GWIZDALA
VICE CHAIRMAN
8TH DISTRICT

MICHAEL J. DURANCZYK
1ST DISTRICT

VAUGHN J. BEGICK
3RD DISTRICT

DAWN A. KLIDA
4TH DISTRICT

ERNIE KRYGIER
5TH DISTRICT

KIM COONAN
6TH DISTRICT

BRIAN K. ELDER
7TH DISTRICT

DONALD J. TILLEY
9TH DISTRICT

ROBERT J. REDMOND
FINANCIAL ANALYST
(989) 895-4125
redmond@baycounty.net

DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

To: Brian K. Elder, Chair, Ways and Means Committee

From: Patrick H. Beson, Board Chair

Date: November 24, 2009

Request: Amendment to Bay County Employees' Retirement System Ordinance

Background: I have been in discussion with the Bay County Treasurer relative to an amendment to the Bay County Employees' Retirement System Ordinance to increase membership on that Board to include the Bay County Treasurer (from 7 to 8 members).

While, pursuant to the Retirement Ordinance, the Treasurer shall serve as Treasurer of the Retirement System, it is the Treasurer's belief that he should be a voting member of that Board given the size of the system and the complexity of investing Retirement System funds.

Finance/Economics: There are no financial implications to the General Fund.

Recommendation: Initiate process to amend the Bay County Employees' Retirement System Ordinance changing membership from 7 members to 8 members.

cc: Rick Brzezinski, County Treasurer
Tom Hickner, County Executive
Robert Redmond, Financial Analyst
Marty Fitzhugh, Corporation Counsel

**BAY COUNTY
Administrative Service**

Michael K. Gray,
Assistant County Executive for
Recreation & Administrative Services
graym@baycounty.net

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4130
Fax (989) 895-7658
TDD (989) 895-4049
<http://www.co.bay.mi.us/>



Thomas L. Hickner
County Executive

ANIMAL CONTROL
Michael Halstead, Manager
halsteadm@baycounty.net

BUILDINGS & GROUNDS
Richard Pabalís, Superintendent
pabalistr@baycounty.net

INFORMATION SYSTEMS
Robert Super, Director
superr@baycounty.net

RECREATION
Brent Golk, Recreation & Clubhouse Supervisor
golkbr@baycounty.net

MEMORANDUM

DATE: November 24, 2009

TO: Mr. Brian Elder, Chairperson
Ways & Means Committee
Bay County Board of Commissioners

FROM:  Michael K. Gray, Assistant County Executive for Recreation & Administrative Services

SUBJECT: Status report from Resilient-C.

Request: Receive the attached status reports from Resilient-C.

Background: Resilient-C is performing consulting work on re-engineering business process for Bay County on three scope items:

1. Tyler-Munis - continuation of work begun previously.
2. Homeland Security - accounting and purchasing improvements.
3. Assistance on Health Dept. Software selection.

Economics: The Board of Commissioners by Resolution 2009-182 authorized Resilient-C to perform 350 hours of consulting on the scope items discussed above at a rate of \$50 per hour of consulting, not to exceed \$17,5000.00.

Purchase Order # PO-90076800 was issued. It calls for a monthly report to be furnished by Resilient-C to my office on the last Monday of each month.

-30-

This report will then be forwarded to the Ways & Means Committee each month.

Recommendation: Receive the attached report.

MKG/ec

| | | |
|-----|-----------------|--------------|
| cc: | Tom Hickner | Tom Plachta |
| | Amanda Brown | John West |
| | Barb MacGregor | Pat Bostick |
| | Bob Redmond | Tim London |
| | Bob Super | Mike Ruhland |
| | Rick Brzezinski | Jane Hoying |
| | Joel Strasz | Tim Quinn |

Resilient-C Summary of Work Completed – 26OC09 through 20NO09

- **Health Department Software Selection (Approx. 75 %)**
 - Analyzed New World Systems (Netsmart) and Mitchell & McCormick product offerings and cost.
 - Defined Health Dept. and IT requirements – assured incorporation into cost comparison.
 - Worked with Purchasing to perform “apples to apples” cost comparison.
 - Analyzed Health Department processes to identify incompatibilities with either software.
 - Participated in Conference Call with software user.
- **MUNIS – Resolve Functionality and Application Issues (20%)**
 - Continuing to resolve MUNIS Open issues for Finance & Treasurer’s Office.
 - Assured MUNIS closure of open tickets is agreed to by Bay County.
 - Tested and worked with Information Systems to structure Vendor Self-Service module.
- **Homeland Security (5%)**
 - Investigated options for the data structure for MUNIS Grant and Project Tracking Module.

Total Hours = 71 (Reference breakdown detail by date)

Resilient-C Hours - Oct. 26 through Nov. 20, 2009

| Date | Total Hours | Purpose | Output |
|------------|-------------|--|---|
| 10/26/2009 | 7 | Met with Family Planning, attended payroll implementation meeting and met with Mike Gray. | |
| 10/28/2009 | 2 | Reviewed MUNIS Self-service module. | |
| 11/2/2009 | 3 | Investigated MUNIS Open Issues. | |
| 11/3/2009 | 3 | Update to Board & Investigated MUNIS Open Issues. | |
| 11/4/2009 | 12 | Facilitated MUNIS Open Issues conference call for Finance & Treasurer's office. Investigated open issues. | |
| 11/6/2009 | 8 | Investigated Open Issues. Updated and published MUNIS Open Issues Matrix. | MUNIS Open Issues Matrix 091104 |
| 11/9/2009 | 2 | Investigated MUNIS Open Issues and defined Health Department requirements. | |
| 11/10/2009 | 8 | Investigated Health Department billing process. | |
| 11/12/2009 | 5 | Reviewed vendor software and compared with Health Department processes. | |
| 11/13/2009 | 7 | Facilitated Health Department vendor selection report-out and update. | Health Dept. Open Issues Matrix 091113 |
| 11/19/2009 | 7 | Health Dept. Conference call with Grand Traverse. Update meeting with Mike Gray. | |
| 11/20/2009 | 7 | Reported at MUNIS Project Planning meeting. Tested/structured Vendor Self Service Module with IS and Purchasing. | |
| | 71 | Total Hours | |

- 33 -

BAY COUNTY BOARD OF COMMISSIONERS

12/8/09

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (12/1/09)
- WHEREAS, On September 1, 2009 via resolution no. 2009-174, the Bay County Board of Commissioners authorized up to \$7,000 funding towards the preparation of a grant application for the Department of Energy Efficiency Conservation Block Grant Program from the Bay County Economic Development Corporation (EDC) Reserve Fund; and
- WHEREAS, While funds exist in the EDC Reserve Fund, the Bay County Board of Commissioners cannot authorize use of this funding, it must be authorized by the Economic Development Corporation which has been inactive for several years; and
- WHEREAS, Corporation Counsel has begun research on disposition of funds in the EDC Reserve Fund; and
- WHEREAS, In order to proceed with the grant application, it is recommended that the required funds (up to \$7,000) come from the General Fund; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners amends Resolution No. 2009-174 and authorizes up to \$7,000 additional funding towards the preparation of a grant application for the Department of Energy Efficiency Conservation Block Grant Program utilizing General Fund money; Be It Further
- RESOLVED That Corporation Counsel continue her research on disposition of funds in the Bay County EDC Reserve Fund; Be It Further
- RESOLVED That budget adjustments required are approved.

BRIAN K. ELDER, CHAIR

AND COMMITTEE

Env Affairs - EECDBG Grant Application and EDC Reserve Fund

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Michael J. Duranczyk | | | | Dawn A. Kilda | | | | Brian K. Elder | | | |
| Patrick H. Beson | | | | Ernie Krygler | | | | Eugene F. Gwizdala | | | |
| Vaughn J. Beglck | | | | Kim Coonan | | | | Donald J. Tilley | | | |

VOTE TOTALS:

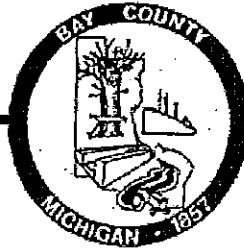
ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____

**DIVISION OF
INFORMATION SYSTEMS**



BAY COUNTY

Robert T. Super II, Director
E-mail: superr@baycounty.net

Thomas L. Hickner
County Executive

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4087
Fax (989) 895-2070
<http://www.co.bay.mi.us>

MEMORANDUM

TO: BRIAN K. ELDER, CHAIRMAN
AND MEMBERS, WAYS AND MEANS COMMITTEE

FROM: ROBERT T. SUPER II, DIRECTOR OF INFORMATION SYSTEMS DIVISION *RTS*

DATE: NOVEMBER 23, 2009

RE: WAYS AND MEANS DECEMBER 1, 2009 AGENDA REQUESTED ITEMS - INFORMATION SYSTEMS
SPEEDNET ROOF TOP AGREEMENT

BACKGROUND:

Speednet LLC requests that the rooftop agreement initially adopted on July 15, 2004 with a renewal of the initial contract on July 14, 2006 for three years be renewed covering the period between July 14, 2009 through July 14, 2011 (two years).

ECONOMICS:

Speednet LLC will continue to lease the roof to store their appropriate devices for Internet access for a monthly cost of \$550.00. In addition, Speednet LLC will provide two way Internet access at 7 megabits bandwidth. The revised agreement will provide four WIFI hot spots (prior agreement allowed for two hot spots) at the cost to Speednet LLC.

RECOMMENDATION:

Authorize the Board chairman to sign an amendment to renew the contract for a two year period.

Cc. Thomas Hickner, County Executive
Michael Gray, Assistant County Executive
Marty Fitzhugh, Corporate Counsel
Robert Redmond, Board Financial Analyst
Amanda Brown, Finance Officer

BAY COUNTY BOARD OF COMMISSIONERS

12/8/09

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/1/09)

WHEREAS, The Bay County Board of Commissioners approved an agreement with Speednet LLC for use of roof space on the Bay County Building to store their appropriate devices for Internet access at a monthly rate of \$550; and

WHEREAS, Speednet LLC has expressed a desire to have this agreement renewed for a period of two (2) years (7/14/09 through 7/14/2011); and

WHEREAS, In addition Speednet LLC will provide two-way Internet access at 7 megabits bandwidth and will provide four WiFi hot spots (prior agreement allowed for two (2) hotspots) at no additional cost to Bay County; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves renewal of the Speednet LLC Roof Top Agreement and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following legal review/ approval; Be It Further

RESOLVED That budget adjustments, if required, are approved.

BRIAN K. ELDER, CHAIR

AND COMMITTEE

ISD - Speednet LLC Roof Top Agt

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Michael J. Duranczyk | | | | Dawn A. Kilda | | | | Brian K. Elder | | | |
| Patrick H. Beson | | | | Ernie Krygler | | | | Eugene F. Gwizdala | | | |
| Vaughn J. Beglck | | | | Klm Coonan | | | | Donald J. Tilley | | | |

VOTE TOTALS:

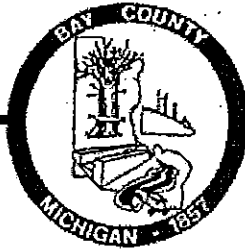
ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

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**DIVISION OF
INFORMATION SYSTEMS**



BAY COUNTY

Robert T. Super II, Director

E-mail: superr@baycountv.net

Thomas L. Hickner

County Executive

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4087
Fax (989) 895-2070
<http://www.co.bay.mi.us>

MEMORANDUM

TO: BRIAN K. ELDER, CHAIRMAN
AND MEMBERS, WAYS AND MEANS COMMITTEE

FROM: ROBERT T. SUPER II, DIRECTOR OF INFORMATION SYSTEMS DIVISION

DATE: NOVEMBER 23, 2009

RE: WAYS AND MEANS DECEMBER 1, 2009 AGENDA REQUESTED ITEMS - INFORMATION SYSTEMS
COUNTY CLERK PC'S AND PRINTER FOR VITAL STATS APPLICATION

BACKGROUND:

With the successful implementation of the vital stat application from Eaton County, the need for additional hardware to utilize this software needs too be procured at the Clerk's front counter. The application is written in Visual Basic and in order to function correctly, the current thin client machines at the front counter will need to be replaced. The software is currently loaded on a number of desktops on individual workstations and the clerks' staff has been testing to ensure that this is the appropriate application to assist with their day to day requirements.

The equipment required is two new PC's, two flat screen monitors and one laser printer to produce the marriage license in a legal document format. The two thin client terminals currently being utilized at the front counter will be moved to the public viewing area for additional usage by the public. The wiring will need to be completed by Building and Grounds and the appropriate ports on the network are available for the usage of these devices.

ECONOMICS:

The necessary funding for this additional hardware will need to come from the general fund. The total cost of the equipment will not exceed \$2,800. This recommendation was authorized by Chairman Beson and Robert Redmond. No additional funding will be required for this purchase from the general fund. Any minor miscellaneous cost (i.e. wiring) will be absorbed by the ISD contingency fund.

RECOMMENDATION:

Authorize the ISD department to procure this equipment for \$2,800.

Cc. Thomas Hickner, County Executive
Cynthia Luczak, County Clerk
Michael Gray, Assistant County Executive
Robert Redmond, Board Financial Analyst
Amanda Brown, Finance Officer
Richard Paballs, Superintendent, Building and Grounds

BAY COUNTY BOARD OF COMMISSIONERS

12/8/09

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (12/1/09)
- WHEREAS, With the successful implementation of the vital stat application from Eaton County, the need for additional hardware to utilize this software needs to be procured for the County Clerk's front counter which will accommodate the new software; and
- WHEREAS, The following equipment is required for the County Clerks Office: two (2) new PC's, two (2) flat screen monitors, and one (1) laser printer to produce the marriage license in a legal document format at a cost of \$2,800 and these funds have not been appropriated; and
- WHEREAS, Two (2) client terminals currently located on the counter will be moved to a public viewing area providing public access; and
- WHEREAS, Required wiring needs will be completed by Buildings and Grounds; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the purchase of two (2) new PC's, two (2) flat screen monitors, and one (1) laser printer to produce the marriage license in a legal document format at a cost not to exceed \$2,800, monies to come from Fund Balance; Be It Further
- RESOLVED That budget adjustments required are approved.

BRIAN K. ELDER, CHAIR
AND COMMITTEE

ISD - Equipment for County Clerk

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Michael J. Duranczyk | | | | Dawn A. Kilda | | | | Brian K. Elder | | | |
| Patrick H. Beson | | | | Ernie Krygler | | | | Eugene F. Gwizdala | | | |
| Vaughn J. Beglck | | | | Kim Coonan | | | | Donald J. Tilley | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____



Thomas L. Hickner
Bay County Executive



BAY COUNTY Health Department

Creating A Healthy Environment For The Community

Barbara MacGregor, RN, BSN
Health Director

1200 Washington Avenue
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(989) 895-4006
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TDD (989) 895-4049

MEMO

TO: Brian Elder, Chairperson, Ways and Means Committee
FROM: Barbara MacGregor, Health Director
DATE: November 16, 2009
CC: Tom Hickner, Michael Gray, Marty Fitzhugh, Amanda Brown, Tim Quinn, Kim Priessnitz, Melissa Maillette, and Joel Strasz,
RE: FY 2009-10 Comprehensive Planning, Budgeting and Contracting Agreement (CPBC) Amendment #2

BACKGROUND

The enclosed agreement amends the 2009/2010 CPBC Agreement between Bay County and the Michigan Department of Community Health. The Amendment incorporates the Annual Budget, Output Measures, Funding/Reimbursement Matrix, updated program language and revised allocations received since the original agreement was issued.

FINANCIAL CONSIDERATIONS

This Amendment reflects negative adjustments to funding levels as follows:

| <u>PROGRAM ELEMENT</u> | <u>PREVIOUS LEVEL</u> | <u>REVISED LEVEL</u> | <u>CHANGE</u> |
|------------------------------|-----------------------|----------------------|---------------|
| Building Healthy Communities | \$10,000 | \$0 | <\$10,000> |
| TOTAL CPBC FUNDING | \$1,473,209 | \$1,463,209 | <\$10,000> |

This funding adjustment will have minimal impact on the Health Department budget, as it was anticipated the Building Healthy Communities grant funding would not be received this fiscal year due to State budget issues. As a result, the Health Department will not experience any staffing reductions, as the Health Educator coordinating this grant 4 hours/week will resume duties in the Emergency Preparedness Division's Pandemic Flu Program without a negative impact on the Pandemic Flu Program budget.

RECOMMENDATION

Upon favorable review by Corporation Counsel, the Health Department recommends Amendment #2 be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments relating to this Amendment .

No. 2009

BAY COUNTY BOARD OF COMMISSIONERS

12/8/09

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (12/1/09)

WHEREAS, The 2009/2010 CPBC Agreement between Bay County and the Michigan Department of Community Health (MDCH) is being amended to reflect negative funding adjustments as follows;

| <u>PROGRAM ELEMENT</u> | <u>PREVIOUS LEVEL</u> | <u>REVISED LEVEL</u> | <u>CHANGE</u> |
|-----------------------------|-----------------------|----------------------|---------------|
| Building Health Communities | \$ 10,000 | \$ -0- | <\$10,000> |
| TOTAL CPBC FUNDING | \$1,473,209 | \$1,463,209 | <\$10,000> |

RESOLVED That the Bay County Board of Commissioners approves amendment # 2 to the 2009-2010 CPBC Contracting Agreement and authorizes the Chairman of the Board to execute all required documents on behalf of Bay County; Be It Further

RESOLVED That budget adjustments relating to this amendment are approved.

BRIAN K. ELDER, CHAIR
AND COMMITTEE

Health Dept - Amendment 2 CPBC Agt

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Michael J. Duranczyk | | | | Dawn A. Klida | | | | Brian K. Elder | | | |
| Patrick H. Beson | | | | Ernie Krygier | | | | Eugene F. Gwizdala | | | |
| Vaughn J. Beglck | | | | Klm Coonan | | | | Donald J. Tilley | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

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Thomas L. Hickner
Bay County Executive



BAY COUNTY Health Department

Creating A Healthy Environment For The Community

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Health Director

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TDD (989) 895-4049

MEMO

TO: Brian Elder, Chairperson, Ways and Means Committee
FROM: Barbara MacGregor, Health Director *BMac*
SUBJECT: Seeking approval to purchase Mitchell and McCormick software for Health Department
DATE: 11/24/09
CC: Joel Strasz, Marilyn Laurus, Melissa Maillette, Tom Hickner, Michael Gray, Amanda Brown, Bob Super, and Marty Fitzhugh

BACKGROUND

Prior to 2002, the County contracted with a vendor to produce a customized financial program for the Health Department. While the program provides for billing and a patient information database, there are many needed functions the program cannot meet adequately or does not provide at all, such as patient statements, automated deposits, adequate aged and ledger reports, cost accounting, medical and office supply inventory, clinical documentation, appointment scheduling, time and activity tracking, and case management. Because the current system does not provide adequate aging reports, ensuring timely, coordinated insurance payments (private, third party and State of Michigan) is a challenge. For example, the current system does not provide Coordination of Benefits (COB) billing; this process is currently done manually and the time needed to perform this function can range from a few minutes, up to thirty (30) minutes, per claim, to process. Client scheduling, clinical documentation, inventory, and time and activity tracking are all completed manually, as well. Whenever a data query with specific parameters is needed, the information is not easily obtained because a programming request is required. The retirement of two of the AS400 programmers has left the Health Department with one remaining programmer; once this person retires, the Health Department's programming needs will not be met unless another programmer with knowledge of the now obsolete programming language is hired.

Simply stated, the operational needs of the Health Department are not being met by the current system, resulting in duplication of work and inefficient processes. An off-the-shelf software program maintained to industry standards for medical billing and clinical processes will offer substantial improvements to Health Department operations, including improved billing processes, improved cash flow, management of inventory and reduction of re-work.

The current Health Department management team, in collaboration with the Assistant County Executive, Finance Director, Information Systems Director, Board Financial Analyst, and staff from each Health

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Department division, began to evaluate other software solutions to investigate integrated Public Health software systems requiring no redundant data entry, encompassing client enrollment, service tracking, billing and regulatory and management reporting. Over the past six months, the team evaluated a number of software solutions, spoke with other County Health Departments, and made on-site visits.

Mitchell and McCormick, Inc. have provided software solutions to the Public Health market for over 30 years. Their Visual HealthNet product is in use in over 150 health departments nationwide, including five in Michigan. Their software is a complete, off-the-shelf software solution for Public Health Departments; a fully-graphical, Web-based software running on a commercial relational database engine. As an integrated package from one vendor, Visual HealthNet will best meet the Health Department's needs.

The team evaluated software from NetSmart Technologies, including Insight, and found that Mitchell and McCormick provided the most flexible product that would meet the Health Department's operational needs.

FINANCE/ECONOMICS

The Health Department has completed the analysis for new computer software, with a bid price of \$175,000, including additional staff training, if required. Server upgrades (\$25,000) and new hardware (\$5,500 for three laptops), add an additional \$30,500 to the cost (\$205,500 total).

RECOMMENDATION

Upon favorable review by Corporation Counsel, the Health Department recommends this purchase contract be approved and signed by the Board Chair and seeks Board approval for any necessary budget adjustments relating to this purchase contract.

BAY COUNTY BOARD OF COMMISSIONERS**12/8/09****RESOLUTION**

- BY: WAYS AND MEANS COMMITTEE (12/1/09)
- WHEREAS, Prior to 2002 the County contracted with a vendor to produce a customized financial program for the Health Department and while the program provides for billing and a patient information database, there are many needed functions the program cannot meet adequately or at all and the operational needs of the Health Department are not being met by the system resulting in duplication of work and inefficient processes; and
- WHEREAS, An off-the-shelf software program maintained to industry standards for medical billing and clinical processes will offer substantial improvements to Health Department operations, including improved billing processes, improved cash flow, management of inventory and reduction of re-work; and
- WHEREAS, The current Health Department management team, in collaboration with the Assistant County Executive, Finance Director, Information Systems Director, the Board's Financial Analyst and staff from the Health Department began to evaluate other software solutions including contact with other County Health Departments and on-site visits; and
- WHEREAS, As a result, Mitchell and McCormick, Inc., a company that has provided software solution to the public health market for over 30 years, is the recommended vendor to provide the most flexible product that would meet the Health Department's operational needs; and
- WHEREAS, The total cost of the computer software is: \$205,500 which includes computer software \$175,000 with additional staff training, \$25,000 server upgrades, and \$5,500 for hardware (3 laptops); Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the contract with Mitchell and McCormick, Inc. for provision of software for the Bay County Health Department at a total cost of \$205,500, monies to come from Fund Balance; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute said contract and all related documents on behalf of Bay County following legal review/approval; Be It Finally
- RESOLVED That budget adjustments required are approved.

BRIAN K. ELDER, CHAIR
AND COMMITTEE

Health Dept - Mitchell & McCormick - Software

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Michael J. Duranczyk | | | | Dawn A. Kilda | | | | Brian K. Elder | | | |
| Patrick H. Beson | | | | Ernie Krygler | | | | Eugene F. Gwizdala | | | |
| Vaughn J. Beglick | | | | Kim Coonan | | | | Donald J. Tilley | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

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Thomas L. Hickner
Bay County Executive



Barbara MacGregor, RN, BSN
Health Director

Chris Izworski
Emergency Management Coordinator

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-4112
FAX (989) 895-4014
TDD (989) 895-4049

To: Brian Elder, Chairperson, Ways and Means Committee
From: Chris Izworski, Emergency Management Coordinator
Date: November 16, 2009
Re: 2009-2010 Hazardous Materials Emergency Preparedness (HMEP) Grant for Local Emergency Planning Committee (LEPC)

Background:

The Bay County Local Emergency Planning Committee (LEPC) is charged with developing emergency site plans (also known as SARA Title III, Section 302, off-site response plans) to respond to certain chemical accidents based upon information provided by local farms and businesses as to the chemicals they have on site. For the past several years, the State of Michigan has issued Hazardous Materials Emergency Preparedness (HMEP) grant funds to County LEPCs for the purpose of enhancing hazardous material response planning for the County and to provide support for the ongoing operation of local LEPCs. Reimbursement will be provided this year to the Bay County LEPC in two ways. First on a per plan and/or updated plan basis. Secondly the Bay County LEPC is eligible for a \$1000.00 support grant.

Financial Considerations:

Emergency site plans developed and submitted by the Bay County LEPC will be reimbursed at a rate of \$160.00 for each new site plan completed and \$25.00 for each updated existing site plan.

As part of the \$1,000.00 support portion of the grant, The Bay County LEPC must assure that a 20% in-kind match (\$200) will be available for all funding received through this grant. In-kind match includes non-federally funded LEPC member time, office space, secretarial support, LEPC office and administrative expenses, etc.

Recommendation:

Upon favorable review by Corporation Counsel, the Health Department recommends the Board to authorize the LEPC Chairperson to complete, sign, and submit the necessary paperwork to the State of Michigan for the HMEP grant, and seeks Board approval for any necessary budget adjustments relating to this grant application.

Cc: Barbara MacGregor
Tom Hickner
Marty Fitzhugh
Michael Gray
Amanda Brown
Kim Priessnitz
Melissa Maillette

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No. 2009

**BAY COUNTY BOARD OF COMMISSIONERS
12/8/09**

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (12/1/09)
- WHEREAS, The Bay County Local Emergency Planning Committee (LEPC) is charged with developing emergency site plans (a/k/a SARA Title III, Section 302, off-site response plans) to respond to certain chemical accidents based upon information provided by local farms businesses as to the chemicals they have on site; and
- WHEREAS, For the past several years, the State of Michigan has issued Hazardous Materials Emergency Preparedness (HMEP) grant funds to County LEPCs for the purpose of enhancing hazardous material response planning for the County and to provide support for the ongoing operation of local LEPCs; and
- WHEREAS, Reimbursement will be provided this year to LEPC's on a per plan and/or updated plan basis; and
- WHEREAS, Bay County LEPC is eligible for a \$1,000 support grant; and
- WHEREAS, Emergency site plans developed and submitted by the Bay County LEPC will be reimbursed at a rate of \$160 for each new site plan completed and \$25 for each updated existing site plan; and
- WHEREAS, As part of the \$1,000 support portion of the grant, the Bay County LEPC must assure that a 20% in-kind match (\$200) will be available for all funding received through this grant. This in-kind match includes non-federally funded LEPC member time, office space, secretarial support, LEPC office and administrative expenses, etc; Therefore, Be It
- RESOLVED By the Bay County Board of Commissioners that the Chairman of the Board is authorized to sign the HMEP Planning Grant Application/Agreement and all related documents on behalf of Bay County following legal review/approval; Be It Further
- RESOLVED That budget adjustments required, pertaining to this grant, are approved.

BRIAN K. ELDER, CHAIR
AND COMMITTEE

Health Dept - 2009-2010 HMEP Grant

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|-------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Richard L. Byrne | | | | Dawn A. Klida | | | | Brian K. Elder | | | |
| Patrick H. Beson | | | | Ernie Krygler | | | | Eugene F. Gwizdala | | | |
| Vaughn J. Beglick | | | | Kim Coonan | | | | Donald J. Tilley | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

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Thomas L. Hickner
Bay County Executive



BAY COUNTY Health Department

Creating A Healthy Environment For The Community

Barbara MacGregor, RN, BSN
Health Director

Joel R. Strasz
Public Health Services Manager

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-4006
FAX (989) 895-4014
TDD (989) 895-4049

To: Brian Elder, Chairman
Ways and Means Committee

From: Joel R. Strasz
Public Health Services Manager

Date: November 24, 2009

RE: Request for Signature of Board Chair on Contract with HealthSpace Inc. (Environmental Health Software)

BACKGROUND: The Kawkawlin River Watershed Management Grant, awarded to the Drain Commissioner in 2008, identifies the Environmental Health Division of the Bay County Health Department as a key player in remediation activities. Specifically, the grant has awarded the Health Department \$15,000 as a subgrantee to index and classify existing Onsite Sewage Disposal System (OSDS) paper records within the watershed onto a database and GIS system. After an extensive review of vendors and their products, the Environmental Health Division has selected software from HealthSpace Inc. While the software is purchased through grant funds obtained from the Drain Commissioner's Office, a signature from the Board Chair is required to enter into the contract with HealthSpace Inc.

FINANCE AND ECONOMICS: The software being purchased from grant funding obtained through the Drain Commissioner, there is no financial cost to the County.

RECOMMENDATION: The Health Department recommends approval for the Board Chair to sign any and all agreements so that the software can be purchased and deployed in an expedited manner.

CC: Thomas Hickner, County Executive
Mike Gray, Administrative Services
Amanda Brown, Finance
Barb MacGregor, Health Director
Kim Priessnitz, Finance

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BAY COUNTY BOARD OF COMMISSIONERS

12/8/09

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (12/1/09)
- WHEREAS, The Kawkawlin River Watershed Management Grant, awarded to the Drain Commissioner in 2008, identifies the Environmental Health Division of the Bay County Health Department as a key player in remediation activities; and
- WHEREAS, The grant has awarded the Health Department \$15,000 as a subgrantee to index and classify existing Onsite Sewage Disposal System (OSDS) paper records within the watershed onto a database and GIS system; and
- WHEREAS, Following County policy, the Health Department has selected software from HealthSpace, Inc.; and
- WHEREAS, The software is being purchased through grant funding obtained through the Drain Commissioner and there is no financial cost to the County; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the contract with HealthSpace Inc. and authorizes the Chairman of the Board to execute said contract and all related documents on behalf of Bay County following legal review/approval; Be It Further
- RESOLVED That budget adjustments, if required, are approved.

BRIAN K. ELDER, CHAIR
AND COMMITTEE

Health Dept - HealthSpace Inc

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Michael J. Duranczyk | | | | Dawn A. Kilda | | | | Brian K. Elder | | | |
| Patrick H. Beson | | | | Ernie Kryglor | | | | Eugene F. Gwizdala | | | |
| Vaughn J. Boglck | | | | Kim Coonan | | | | Donald J. Tilley | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

- 47 -

Bay County GIS Program
2010 Digital Orthophotography Project

Consistent with the Bay County GIS work plan, it is our intent to secure updated aerial photography in the Spring of 2010. Existing aerial photography was obtained in 2005 and our goal is to update the photography every five years, if funding allows. The Bay County GIS program has been researching alternate funding options along with the best mix of project partners in order to acquire new Digital Orthophotography in the spring of 2010.

While I believe that for most county purposes the 12" pixel product would be adequate, Dow Chemical has requested the 6" pixel product. Dow Chemical is willing to contribute \$40,000 to this project, which is what they provided for our flight in 2005. The 2005 orthophotography obtained was a 6" pixel product and the total project cost was \$122,500. Dow Chemical is willing to provide \$40,000 even though the total project cost estimates are considerably lower this time, but they would like to have access to our digital tax parcel layer with periodic updates included in the agreement. Dow's consultant would use our tax parcel layer, along with the orthophotography, for site analysis purposes utilizing their own GIS software.

Currently three options exist:

1. Partner with the State of Michigan & Microsoft/Bing Maps
2. Partner with Saginaw County and Midland County
3. Partner with the City of Bay City

Current funding commitments:

| | |
|----------------------------|--|
| Dow Chemical | \$30,000 (\$10,000 to general fund for parcel data access) |
| Bay County Road Commission | \$10,000 |
| Mosquito Control | \$10,000 |
| Gypsy Moth | \$10,000 |
| Transportation Planning | \$ 5,000 |
| 911 | <u>\$10,000</u> |
| | \$75,000 |

Drain Office Possible contribution of ground target control points if required

Option 1:

The State of Michigan has signed an agreement with Microsoft/Bing Maps to fly the entire State of Michigan over 3 years, and is offering local units of government the option of being a participating funding partner. Funding partners would receive the rights to use the photography obtained providing they do not sell the photography into the public domain or to a major competitor of Microsoft. The county would have full use of the photography for their normal business practices. The base product that will be flown is 12" pixel photography which could be obtained for a price of approximately \$12,572. There is a buy up option to 6" pixel photography for approximately \$48,043.

Proposed funding amounts:

| | |
|----------------------------|--|
| Dow Chemical | \$30,000 (\$10,000 to general fund for parcel data access) |
| Bay County Road Commission | \$ 5,000 |
| Mosquito Control | \$ 5,000 |
| Gypsy Moth | \$ 5,000 |
| Transportation Planning | \$ 5,000 |
| 911 | <u>\$ 5,000</u> |
| | \$55,000 |

Estimated project cost is \$48,043 with an estimated cost for updating our existing Digital Elevation Model (DEM) of \$3,000 for a total project cost of \$51,043.

The City of Bay City is also potentially involved in this project. Bay City Engineering along with the Bay City Electric Department has requested additional buy up options for their business purposes. The quote for the City of Bay City buy up options has not been received yet, so the cities involvement is unknown at this time.

I am recommending this option for several reasons. I believe the 6" pixel product will be comparable to our previous 2005 photography. We will not have to draft or go through the RFP process, and will still be allowed our Quality Control review. The estimated project price is below the other options. It will allow us to further our partnership with the City of Bay City regarding GIS services.

Option 2:

Saginaw and Midland Counties are currently working on a joint RFP for a 2010 Digital Orthophotography flight. Preliminary estimates from some potential vendors have indicated prices ranging from \$65,000 (conventional film camera) to \$80,000 (digital camera) for a 6" pixel product. The United States Geological Survey is a possible funding partner in this scenario at an estimated \$20.00 per square mile or \$8,980.

Proposed funding amounts:

| | |
|----------------------------|--|
| USGS | \$ 8,980 |
| Dow Chemical | \$30,000 (\$10,000 to general fund for parcel data access) |
| Bay County Road Commission | \$ 7,000 |
| Mosquito Control | \$ 7,000 |
| Gypsy Moth | \$ 7,000 |
| Transportation Planning | \$ 5,000 |
| 911 | <u>\$ 7,000</u> |
| | \$71,980 |

Estimated project cost is \$70,000.

This option would be my second choice.

Pros: We would be partnering with our neighbor counties for some cost savings, and should receive a comparable product to our 2005 photography.

Cons: We would have to go through the RFP process and full Quality Control on our own.
Uncertain of USGS funding to offset estimated higher costs.
Project is likely to cost more.

Option 3:

City of Bay City Engineering has funding budgeted for Orthophotography in 2010 and was moving forward with its previous vendor without utilizing the full RFP process. Attempts at working jointly with the city on this project were not very successful. This option was pursued in attempts to work more cooperatively with the City of Bay City on GIS products and services. This option is currently dead in the water and no price estimates were ever obtained.

BAY COUNTY BOARD OF COMMISSIONERS**12/8/09****RESOLUTION**

- BY: WAYS AND MEANS COMMITTEE (12/1/09)
- WHEREAS, Bay County's GIS Program obtained aerial photography in 2005 and consistent with the GIS work plan, it is the intent to secure updated aerial photography in the Spring of 2010; and
- WHEREAS The Bay County GIS Program has been researching alternate funding options along with the best mix of project partners in order to acquire new Digital Orthophotography in Spring 2010 to include partnering with the State of Michigan & Microsoft/Bing Maps (Dow and the City of Bay City possible partners); partnering with Saginaw County and Midland County utilizing USGS funding (possible Dow funding); or partnering with the City of Bay City (possible Dow funding); and
- WHEREAS, While it is the Intent of the Bay County GIS Program to choose a preferred product/partner choice and acquire new Digital Orthophotography in the Spring of 2010, funding options will depend upon which project is ultimately chosen and no General Fund money will be requested. Funding will come from private business, other local units of government, the Bay County Road Commission, non-General Fund program and millage-based programs; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners authorizes the Bay County GIS Program to move forward on securing option no. 1 recommended by the GIS Coordinator 11/10/09 for the 2010 Digital Orthophotography Project; Be It Further
- RESOLVED That the Chairman of the Board is authorized to sign all documents required for the 2010 Digital Orthophotography Project following legal review/approval; And Be It Finally
- RESOLVED That budget adjustments required are approved.

BRIAN K. ELDER, CHAIR
AND COMMITTEE

GIS - 2010 Digital Orthophotography

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Michael J. Duranczyk | | | | Dawn A. Kilda | | | | Brian K. Elder | | | |
| Patrick H. Beson | | | | Ernie Krygier | | | | Eugene F. Gwizdala | | | |
| Vaughn J. Beglek | | | | Kim Coonan | | | | Donald J. Tilley | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____, NAYS _____, EXCUSED _____

VOICE: YEAS _____, NAYS _____, EXCUSED _____

DISPOSITION: ADOPTED _____, DEFEATED _____, WITHDRAWN _____

AMENDED _____, CORRECTED _____, REFERRED _____

THOMAS L. HICKNER
Bay County Executive

Amanda L. Brown
Finance Officer

Finance Department
7th Floor
Bay County Building
515 Center Avenue, Suite 701
Bay City, MI 48708-5128



Accounting/Purchasing
Amanda L. Brown
brownal@baycounty.net

Budget/Grants
Kim Priessnitz
priessnitzk@baycounty.net

Payroll/Benefits
Susan J. Gansser
ganssers@baycounty.net

TEL (989) 895-4030
TDD (989) 895-4049
FAX (989) 895-4039

To: Brian Elder, Chairman
Ways and Means Committee

From: Amanda L. Brown
Finance Officer

Date: November 24, 2009

RE: Request permission to increase the transfer from General Fund to the Health Department Fund in an amount up to \$343,000.

BACKGROUND: As of December 2008, the Health Department Fund had a Fund Balance of \$70,191. Of that amount, \$112,247 had been set aside as a contingency to cover a possible federal settlement regarding Medicaid Full Cost from Fiscal Year's 2004 and 2005. In addition, the 2009 budget includes a use of fund balance in the amount of \$170,257. Therefore, the Health Department's Undesignated Fund Balance as of December 2008 is a negative (\$212,313).

\$ 112,247 Designated for Contingency
\$ 170,257 Designated for 2009 Budget
\$ (212,313) Undesignated
\$ 70,191 Fund balance at December 31, 2008

It is anticipated that the Health Department will not use the full \$170,257 of fund balance that was included in the 2009 budget. However, the Health Department has completed the analysis for new computer software, with a bid price of \$175,000 (includes additional training if required) and computer equipment cost of \$30,500 (\$25,000 for server upgrades and \$5,500 for three laptops). The 2009 operating budget only includes \$75,000 for computer software.

\$ 175,000 Computer Software & Training
\$ 30,500 Computer Equipment
\$ 205,500 Total Investment
\$ (75,000) Budget 2009
\$130,500 Additional Budget Request

FINANCE AND ECONOMICS: The financial cost to the County would be General Fund dollars up to an amount not to exceed \$343,000. This would cover the current undesignated fund balance of (\$212,313) and an increase in the computer software and equipment budget of \$130,500.

RECOMMENDATION: The Finance Department recommends approval to transfer up to an additional \$343,000 from the General Fund to the Health Department Fund.

CC: Thomas Hickner, County Executive
Mike Gray, Administrative Services
Barb MacGregor, Health Director
Kim Priessnitz, Finance

BAY COUNTY BOARD OF COMMISSIONERS**12/8/09****RESOLUTION**

- BY: WAYS AND MEANS COMMITTEE (12/1/09)
- WHEREAS, As of December 2008 the Health Department Fund had a fund balance of \$70,191 and, of that amount, \$112,247 had been set aside as a contingency to cover a possible federal settlement regarding Medicaid Full Cost from FY 2004 and 2005; and
- WHEREAS, In addition, the 2009 budget includes a use of fund balance in the amount of \$170,257 resulting in the Health Department's Undesignated Fund Balance as of December 2008 as a negative (\$212,313); and
- WHEREAS, It is anticipated that the Health Department will not use the full \$170,257 of fund balance that was included in the 2009 budget, however, the cost of the Health Department's new software, training, server upgrades and new equipment is \$205,500 and only \$75,000 was budgeted for computer software in 2009; and
- WHEREAS, An appropriation from General Fund Fund Balance is required in the total amount of \$343,000 (undesignated fund balance of (\$212,313) and \$130,500 computer software and equipment); Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the transfer of up to \$343,000 from General Fund Fund Balance to the Health Department Fund.

BRIAN K. ELDER, CHAIR

AND COMMITTEE

Health Fund - General Fund Transfer

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Michael J. Duranczyk | | | | Dawn A. Kilda | | | | Brian K. Elder | | | |
| Patrick H. Beson | | | | Ernie Krygler | | | | Eugene F. Gwizdala | | | |
| Vaughn J. Beglick | | | | Kim Coonan | | | | Donald J. Tilley | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____

-54-

THOMAS L. HICKNER
Bay County Executive

Amanda L. Brown
Finance Officer

Finance Department
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515 Center Avenue, Suite 701
Bay City, MI 48708-5128




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TEL (989) 895-4030
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FAX (989) 895-4039

TO: Mr. Brian K. Elder, Chairperson
Ways & Means Committee

FROM: Amanda L. Brown, 
Finance Officer

RE: Executive Directive #2007-11

DATE: November 16, 2009

REQUEST:

Please place this memo on the December 1, 2009 agenda for your committee's information.

BACKGROUND:

On November 3, 2009, an e-mail was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

ECONOMICS:

As of the date of this missive, the following are the updates to the previous correspondence:

1. The state grantor agencies that have responded to department's requests indicate that funding levels for the State Grants with regard to fiscal year 2009 and/or 2010 appear to have no changes.

RECOMMENDATION:

To receive.

c: Tom Hickner
Michael Gray
Marty Fitzhugh
Tim Quinn
Kim Priessnitz

-55-

THOMAS L. HICKNER
Bay County Executive

Amanda L. Brown
Finance Officer

Finance Department
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priessnitzk@baycounty.net

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TDD (989) 895-4049
FAX (989) 895-4039

RESOLUTION

NO.

BY: WAYS AND MEANS COMMITTEE 12/01/2009

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 12/08/2009 and, if required, the Chairman of the Board is hereby authorized to execute any documentation necessary for said Budget Adjustments on behalf of Bay County:

| <u>Request Number</u> | <u>Fund Involved</u> <u>Department Involved</u> | <u>Favorable Impact</u> | <u>Unfavorable Impact</u> | <u>No Impact</u> |
|-----------------------|--|-------------------------|---------------------------|------------------|
| 09/12-003 | General Fund Community Center Swimming Pool Utilities should have been paid out pool budget, not community center. | | | X |
| 09/12-004 | General Fund Civic Arena-Ice/Dry Surface Civic/Ice Arena To move budget for ice skates that should be paid out of 10176201 and because the skates cost less then \$100 per pair they should be coded to 74000-supply line item. | | | X |
| 09/12-005 | General Fund Recreation/Parks Department Live MUNIS numbers were not accurate at time per Bob Gonzales | | | X |

| | | |
|-----------|--|---|
| 09/12-006 | General Fund Recreation/Parks Department Live MUNIS numbers were not accurate at time per Bob Gonzales | X |
| 09/12-008 | General Fund Information Systems Department To budget for the War Room phone | X |
| 09/12-009 | General Fund Information Systems Department To cover Prosecutor CherryLan budget @ \$8,900 actual cost \$12,500 | X |
| 09/12-011 | Child Care Fund Juvenile Home Child Care Fund To reduce reimbursements-counties 68200 under juvenile home budget to \$200,000. Was budgeted at \$270,000. 2008 & 2007 actual collection of \$204,295 and \$196,972 respectively. | X |
| 09/12-012 | General Fund Animal Control To re-align budget | X |
| 09/12-014 | General Fund Department of Public Defender General Fund To budget for retirement of attorney at end of August 2009 and vacation payout. Eliminate this position from budget and eliminated full-time legal stenographer TU07 as of 7/1/09. Add part time help as of 7/1/09 no benefits, annual wages \$3,146 (6 mts=\$1,573). | X |
| 09/12-015 | General Fund Health Department Division on Aging Community Corrections Health Department To adjust DOA, Community Corrections and Health department 3 month/9 month on general fund side of the transfers in. Starting MUNIS software in 1/09 it was decided that for grant cycles budgets to use | X |

both activity numbers assigned to the grant by alternating and using them every other grant cycle. Late in Dec. 2008 the grant funds activities were adjusted to match this process but general fund side wasn't adjusted. This BA corrects the issue.

| | | |
|-----------|--|--------|
| 09/12-016 | General Fund Building Authority To increase budget for Building Authority per diem. | X |
| 09/12-017 | General Fund Civic Arena-Ice/Dry Surface To budget for Civic Arena receiving on June 3, 2009 an electric sweeper from Arnold Sales in exchange for 1 year of advertising. | X |
| 09/12-018 | General Fund <u>Environmental Affairs</u> To budget for hazard mitigation roll over of federal funds \$43,776. This grant ends 12/31/09, health department took over this grant from environmental affairs in the spring of 2009. The 2009 budget did show the roll over of these funds. Original grant amount was \$63,000. | X |
| 09/12-019 | Delinquent Property Tax Foreclosure Fund Delinquent Property Tax 2005 Delinquent Property Tax 2007 To budget more legal and contractual fees. Delinquent property tax foreclosure fund at 12/31/08 had an unrestricted fund balance of \$355,093. | X X |
| 09/12-020 | General Fund Civic Arena To budget for the purchase of a lift for Civic Arena. Bangor Downtown Development Authority paid for the lift on 7/8/09. | X |
| 09/12-021 | Register of Deeds Automation Fund Register of Deeds Automation Fund To budget for maintenance fees for equipment, Maintenance for CherryLan, Word Perfect update, document scanner not to exceed \$7,000 and embosser to seal documents \$2,000. | X |

| | | |
|-----------|---|---|
| 09/12-022 | General Fund Commissary Fund Commissary To increase the transfers in from commissary fund 5950 to Sheriff department to cover the indigent inmates provisions. Commissary fund has a fund balance @ 12/31/08 of \$128,531. | X |
| 09/12-23 | Self-Insurance Fund-Health Care Wellness Program To re-align wellness budget. | X |
| 09/12-24 | Drug Law Enforcement-B.A.Y.A.N.E.T B.A.Y.A.N.E.T To increase 2009 BAYANET-drug law enforcement budget. | X |
| 09/12-25 | Child Care Health Department General Fund Treasurer Health Dept. Lab Juvenile Home To budget for cigarette tax increase from State of Michigan money distributed to health department and child care respectively on 12/17 and 5/17 basis. | X |
| 09/12-26 | General Fund Monitor Township Williams Township Bangor Township The 2009 Road Patrol Services indirect cost were increased by 5%. This entry is the difference between the amount already paid and the 5% increase amount due. | X |
| 09/12-27 | Register of Deeds Automation Fund Register of Deeds Automation Fund To increase computer hardware for purchase of Dell laptop and software. | X |
| 09/12-28 | General Fund County Executive To re-align budget. | X |

BRIAN K. ELDER, CHAIR
AND COMMITTEE

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Budget Amendment Quick Entry

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Journal

Journal 2009/12 3 Ref POOL Desc UTILITIES Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|------------------|-----|----------|
| 1 | 10175700 | 92000 | | PUBLIC UTILITIES | I | 3,000.00 |
| 2 | 10175800 | 92000 | | PUBLIC UTILITIES | D | 3,000.00 |

Journal Totals

| | |
|----------|----------|
| Increase | 3,000.00 |
| Decrease | 3,000.00 |

Record(s) updated.

Bay County, Michigan

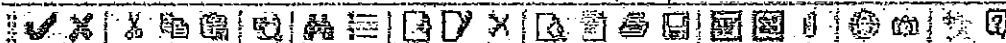
Additional Comments

Journal: 3 Line: 1

UTILITIES SHOULD HAVE COME OUT OF POOL BUDGET AND NOT COMMUNITY CENTER BUDGET.

Budget Amendment Quick Entry

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Journal

Journal 2009/12 4 Ref ICE AR Desc SKATE PD Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Description | I/D | Amount |
|------|----------|--------|----------------------|-----|--------|
| 1 | 10176201 | 74000 | OPERATING SUPPLIES | I | 540.00 |
| 2 | 10176200 | 96730 | MACHINERY & EQUIPMEN | D | 540.00 |

Journal Totals

| | |
|----------|--------|
| Increase | 540.00 |
| Decrease | 540.00 |

Bay County Michigan

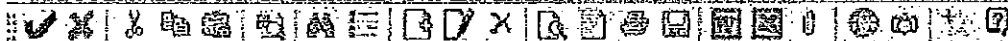
Additional Comments

Journal: 4 Line: 1

TO MOVE THE BUDGET FOR ICE SKATES THAT SHOULD BE PAID OUT OF 10176201 AND
BECAUSE THE SKATES COST LESS THEN \$100 PER PAIR THEY SHOULD BE CODED TO 740.00
-SUPPLY LINE ITEM.

Budget Amendment Quick Entry

My File Edit Tools Help



Journal

Journal 2009/12 5 Ref RECR Desc BUDGET E/I Date 12/09/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|--------|
| 1 | 10175100 | 7400 | | FOOD SUPPLIES | I | 475.00 |
| 2 | 10175100 | 83100 | | OTHER SERVICES AND C | D | 475.00 |

Journal Totals

| | |
|----------|--------|
| Increase | 475.00 |
| Decrease | 475.00 |

Record(s) updated.

-64-

Bay County, Michigan

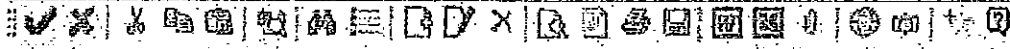
Additional Comments

Journal: 5 Line: 1

LIVE MUNIS NUMBERS WERE NOT ACCURATE AT TIME PER BOB GONZALES.

Budget Amendment Quick Entry

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Journal

Journal 2009/12 6 Ref RECRE Desc BUDGET Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|--------|
| 1 | 10175100 | 74902 | | YOUTH ACTIVITY SUPPL | I | 725.00 |
| 2 | 10175100 | 83100 | | OTHER SERVICES AND C | D | 725.00 |

Journal Totals

| | |
|----------|--------|
| Increase | 725.00 |
| Decrease | 725.00 |

Record(s) updated.

Bay County, Michigan

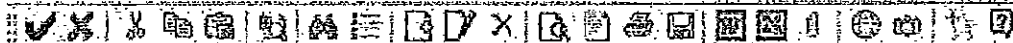
Additional Comments

Journal: 6 Line: 1

LIVE MUNIS NUMBERS WERE NOT ACCURATE AT TIME PER BOB GONZALES.

Budget Amendment Quick Entry

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Journal:

Journal 2009/12 8 Ref WAR Desc PHONE Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|-------------------|-----|--------|
| 1 | 10122800 | 35200 | | TELEPHONE | I | 450.00 |
| 2 | 10122800 | 99001 | | COMPUTER SOFTWARE | D | 450.00 |

Journal Totals

| | |
|----------|--------|
| Increase | 450.00 |
| Decrease | 450.00 |

Record(s) updated.

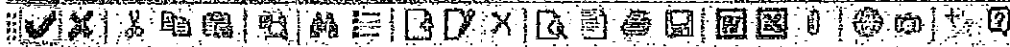
Bay County, Michigan

Additional Comments

Journal: 8 Line: 1
TO BUDGET FOR THE WAR ROOM PHONE.

Budget Amendment Quick Entry

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Journal

Journal 2009/12 9 Ref PROSEC Desc CHERRYLAND Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|------------------------|-----|----------|
| 1 | 10122800 | 38001 | | COMPUTER SOFTWARE | I | 3,600.00 |
| 2 | 10122800 | 36742 | | COMPUTER SOFTWARE EX D | | 3,600.00 |

Journal Totals

| | |
|----------|----------|
| Increase | 3,600.00 |
| Decrease | 3,600.00 |

Record(s) updated.

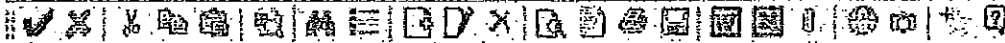
Bay County, Michigan

Additional Comments

Journal: 9 Line: 1

TO COVER PROSECUTER CHERRYLAN BUDGET @\$8,900 , ACTUAL COST \$12,500.

My File Edit Tools Help



-Journal

Journal 2009/12 11 Rel CHILD Desc REVENUE Eff Date 12/09/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|------------------------|-----|-----------|
| 1 | 29266203 | 68200 | | REIMBURSEMENTS COUNT D | | 70,000.00 |
| 2 | 29266203 | 40001 | | FUND BALANCE | I | 70,000.00 |

Journal Totals

| | |
|----------|-----------|
| Increase | 70,000.00 |
|----------|-----------|

| | |
|----------|-----------|
| Decrease | 70,000.00 |
|----------|-----------|

Record(s) updated.

Bay County, Michigan

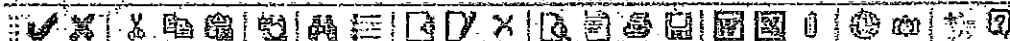
Additional Comments

Journal: 11 Line: 1

TO REDUCE REIMBURSEMENTS - COUNTIES #682.00 UNDER JUVENILE HOME BUDGET TO \$200,000. WAS BUDGETED AT \$270,000. 2008 & 2007 ACTUALLY COLLECTED \$204,295 AND \$196,972 IN REVENUE UNDER THIS REVENUE LINE ITEM RESPECTIVELY.

Budget Amendment Quick Entry

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Journal

Journal 2009/12 12 Ref ANIMAL Desc BUDGET Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|------------------|-----|----------|
| 1 | 10143000 | 26000 | | MEDICAL SUPPLIES | I | 4,000.00 |
| 2 | 10143000 | 92000 | | PUBLIC UTILITIES | D | 4,000.00 |

Journal Totals

| | |
|----------|----------|
| Increase | 4,000.00 |
| Decrease | 4,000.00 |

Record(s) updated.

Bay County, Michigan

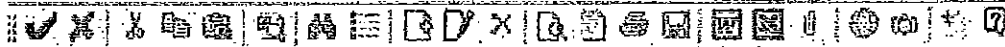
Additional Comments

Journal: 12 Line: 1

TO RE-ALIGN BUDGET.

Budget Amendment Quick Entry

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Journal

Journal 2009/12 14 Ref ELM Desc POSITION Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|-----------|
| 1 | 10127302 | 70300 | | SALARIES ELECTED OR | D | 13,222.00 |
| 2 | 10127302 | 70400 | | WAGES-CLERICAL-OTHER | D | 17,289.00 |
| 3 | 10127302 | 70500 | | TEMPORARY HELP | I | 1,573.00 |
| 4 | 10127302 | 71500 | | SOCIAL SECURITY | D | 2,643.00 |
| 5 | 10127302 | 71600 | | HEALTH INSURANCE | D | 9,601.00 |
| 6 | 10127302 | 71700 | | LIFE INSURANCE | D | 76.00 |
| 7 | 10127302 | 71800 | | RETIREMENT | D | 1,445.00 |
| 8 | 10127302 | 72100 | | WORKERS' COMPENSATIO | D | 622.00 |
| 9 | 10127302 | 72200 | | SICK AND ACCIDENT IN | D | 235.00 |
| 10 | 10127302 | 72500 | | UNEMPLOYMENT COMPENS | D | 142.00 |
| 11 | 10110100 | 40001 | | FUND BALANCE | D | 49,302.00 |

Journal Totals

Increase 1,573.00
Decrease 1,573.00

Record(s) updated.

Bay County Michigan

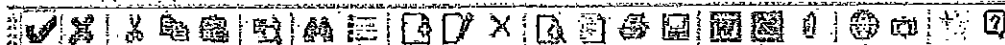
Additional Comments

Journal: 14 Line: 1

TO BUDGET FOR RETIREMENT OF ATTORNEY @END OF AUGUST 2009 AND VACATION PAYOUT.
ELIMINATE THIS POSITION FROM THE BUDGET AND ELIMINATED FULL-TIME LEGAL
STENOGRAPHER TU07 AS OF 7/1/09. ADD PART-TIME HELP AS OF 7/1/09 NO BENEFITS,
ANNUAL WAGES \$3,146 (6 MTS=\$1,573).

Budget Amendment Quick Entry

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Accept (Enter)

Journal

Journal 2009/12 15 Ref ADJUST Desc GEN FUND Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|-----------|
| 1 | 10161700 | 99900 | | TRANSFERS OUT TO OTH | | 975.00 |
| 2 | 10161730 | 99900 | | TRANSFERS OUT TO OTH | I | 2,625.00 |
| 3 | 10110100 | 40001 | | FUND BALANCE | I | 3,500.00 |
| 4 | 10136481 | 99900 | | TRANSFERS OUT TO OTH | I | 13,366.00 |
| 5 | 10136400 | 99800 | | TRANSFERS OUT TO OTH | D | 13,366.00 |
| 6 | 22160581 | 99920 | | TRF OUT-GENERL FD-IN | D | 9,675.00 |
| 7 | 22160501 | 99920 | | TRF OUT-GENERL FD-IN | I | 9,675.00 |
| 8 | 10160100 | 69920 | | TRSF IN-OTHER FND-IN | D | 38,701.00 |
| 9 | 10160501 | 69920 | | TRSF IN-OTHER FND-IN | I | 9,675.00 |
| 10 | 10160581 | 69920 | | TRSF IN-OTHER FND-IN | I | 29,026.00 |

Journal Totals

Increase 15,660.00

Decrease 16,660.00

Record(s) updated.

Bay County, Michigan

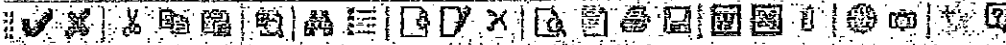
Additional Comments

Journal: 15 Line: 1

TO ADJUST DOA, COMMUNITY CORRECTIONS & HEALTH DEPT 3 MONTH/9 MONTH ON GENERAL FUND SIDE OF THE TRANSFERS IN. STARTING MUNIS SOFTWARE IN 1/2009 IT WAS DECIDED THAT FOR GRANT CYCLES BUDGETS TO USE BOTH ACTIVITY NUMBERS ASSIGNED TO THE GRANT BY ALTERNATING AND USING THEM EVERY OTHER GRANT CYCLE. LATE IN DEC 2008 THE GRANT FUNDS ACTIVITIES WERE ADJUSTED TO MATCH THIS PROCESS BUT GENERAL FUND SIDE WASN'T ADJUSTED SO THIS B.A. CORRECTS THIS ISSUE.

Budget Amendment Quick Entry

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Journal

Journal 2009/12 -16 Ref BLD AU Desc BUDG INC Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|--------------|-----|--------|
| 1 | 10127500 | 71000 | | PER DIEM | | 200.00 |
| 2 | 10110100 | 40001 | | FUND BALANCE | I | 200.00 |

Journal Totals

Increase
Decrease

Record(s) updated.

Bay County, Michigan

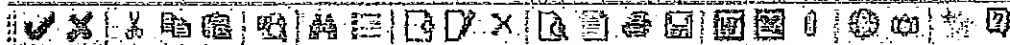
Additional Comments

Journal: 16 Line: 1

TO INCREASE BUDGET FOR BUILDING AUTHORITY PER DIEMS.

Budget Amendment Quick Entry

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Journal

Journal 2009/12 17 Ref CIVIC Desc BUDGET Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|--------|
| 1 | 10176201 | 66730 | | MACHINERY & EQUIPMEN | | 650.00 |
| 2 | 10176201 | 66711 | | RENT-ADVERTISING | | 650.00 |

Journal Totals

Increase

Decrease

Record(s) updated.

Bay County, Michigan

Additional Comments

Journal: 17 Line: 1

TO BUDGET FOR CIVIC ARENA RECEIVING ON JUNE 3, 2009 FROM ARNOLD SALES AN
ELECTRIC SWEEPER IN EXCHANGE FOR 1 YEAR OF ADVERTISING.

Journal 2009/12 18 Ref BUDG Desc MITIGATION Eff Date 12/08/2009

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|-----------|
| 1 | 10128700 | 50100 | | FEDERAL GRANTS | I | 43,776.00 |
| 2 | 10128700 | 60100 | | PROFESSIONAL SERVICE | I | 43,776.00 |

| | |
|----------|----|
| Increase | 00 |
|----------|----|

Decrease 00

- 84 -

Bay County, Michigan

Additional Comments

Journal: 18 Line: 1

TO BUDGET FOR HAZARD MITIGATION ROLL-OVER OF FEDERAL FUNDS \$43,776. THIS GRANT ENDS 12/31/09, HEALTH DEPARTMENT TOOK OVER THIS GRANT FROM ENVIRONMENTAL AFFAIRS IN THE SPRING OF 2009. THE 2009 BUDGET DID SHOW THE ROLL-OVER OF THESE FUNDS. ORIGINAL GRANT AMOUNT WAS \$63,000.

Budget Amendment Quick Entry

My File Edit Tools Help



Journal

Journal 2009/12 19 Ref LEGAL Desc CONTR INCR Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|-----------|
| 1 | 51825405 | 40002 | | UNRESTRICTED NET ASS | I | 27,000.00 |
| 2 | 51825405 | 81700 | | LEGAL FEES | I | 27,000.00 |
| 3 | 51825407 | 80200 | | CONTRACTUAL SERVICES | I | 21,200.00 |
| 4 | 51825407 | 40002 | | UNRESTRICTED NET ASS | I | 21,200.00 |

Journal Totals

| | |
|----------|-----|
| Increase | .00 |
| Decrease | .00 |

Record(s) updated.

Bay County, Michigan

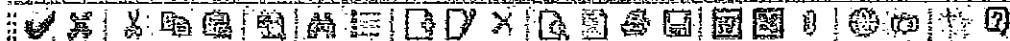
Additional Comments

Journal: 19 Line: 1

TO BUDGET MORE LEGAL AND CONTRACTUAL SERVICE FEES. DELINQUENT PROPERTY TAX
FORECLOSURE FUND AT 12/31/08 HAD A UNRESTRICTED FUND BALANCE OF \$355,093.

Budget Amendment Quick Entry

My File Edit Tools Help



Journal

Journal 2009/12 20 Ref CIVIC Desc MACHINERY Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|-------------------------|-----|-----------|
| 1 | 10176200 | 67500 | | MACHINERY AND EQUIPMENT | | 19,999.00 |
| 2 | 10176200 | 67602 | | REIMBURSEMENT - PRIV | 1 | 19,999.00 |

Journal Totals

Increase
Decrease

Bay County, Michigan

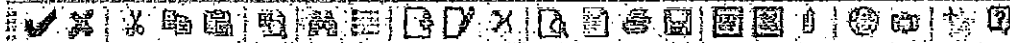
Additional Comments

Journal: 20 Line: 1

TO BUDGET FOR THE PURCHASE OF A LIFT FOR CIVIC ARENA. BANGOR DOWNTOWN
DEVELOPMENT AUTHORITY PAID FOR THE LIFT ON 7/8/2009.

Budget Amendment Quick Entry

My File Edit Tools Help



Journal

Journal 2009/12 21 Ref CHERRY Desc MAINT FEE Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|-----------------------|-----|-----------|
| 1 | 25626800 | 93700 | | HARD/SOFTWARE REPAIR | I | 9,212.00 |
| 2 | 25626800 | 93100 | | EQUIPMENT REPAIR & M | I | 3,000.00 |
| 3 | 25626800 | 96740 | | OFFICE EQUIP. & FURN. | I | 2,000.00 |
| 4 | 25626800 | 96741 | | COMPUTER HARDWARE EX | I | 7,000.00 |
| 5 | 25626800 | 40001 | | FUND BALANCE | I | 23,212.00 |
| 6 | 25626800 | 96742 | | COMPUTER SOFTWARE EX | I | 2,000.00 |

Journal Totals

| | |
|----------|----|
| Increase | 00 |
| Decrease | 00 |

Record(s) updated.

Bay County, Michigan

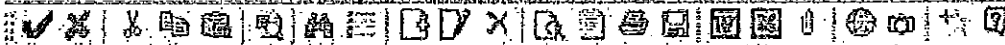
Additional Comments

Journal: 21 Line: 1

TO BUDGET FOR MAINTENANCE FEES FOR EQUIPMENT, BUDGET FOR CHERRYLAN MAINTENANCE
FEES. WORD PERFECT UPDATE, SCANNER DOCUMENT NOT TO EXCEED \$7,000.
EMBOSSER TO SEAL DOCUMENTS \$2,000.

Budget Amendment Quick Entry

My File Edit Tools Help



Journal

Journal 2009/12 22 Ref INCR Desc TRANSF INN Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|----------|
| 1 | 10135100 | 83800 | | TRANSFERS IN FROM OT | I | 5,000.00 |
| 2 | 10135100 | 84800 | | INDIGENT INMATE PROV | I | 5,000.00 |
| 3 | 59535100 | 99900 | | TRANSFERS OUT TO OTH | I | 5,000.00 |
| 4 | 59535100 | 40002 | | UNRESTRICTED NET ASS | I | 5,000.00 |

Journal Totals

Increase

Decrease

Record(s) updated.

Bay County, Michigan

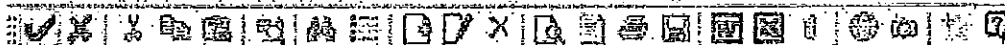
Additional Comments

Journal: 22 Line: 1

TO INCREASE THE TRANSFERS IN FROM COMMISSARY FUND 5950 TO SHERIFF DEPARTMENT TO
COVER THE INDIGENT INMATES PROVISIONS. COMMISSARY FUND HAS A FUND
BALANCE @12/31/08 OF \$128,.531.

Budget Amendment Quick Entry

My File Edit Tools Help



Accept (Enter)

Journal

Journal 2009/12 23 Ref REALIG Desc WELLNESS Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|----------|
| 1 | 67718530 | 96730 | | MACHINERY & EQUIPMEN | D | 1,200.00 |
| 2 | 67718530 | 79900 | | OTHER SUPPLIES | I | 1,200.00 |

Journal Totals

Increase 1,200.00

Decrease 1,200.00

Record(s) updated.

-94-

Bay County, Michigan

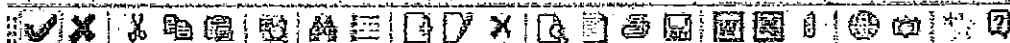
Additional Comments

Journal: 23 Line: 1

TO RE-ALIGN WELLNESS BUDGET.

Budget Amendment Quick Entry

My File Edit Tools Help



Add Comment

Org Budget

Journal

Journal 2009/12 24 Ref INC Desc BAYANET DR Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|------------|
| 1 | 26513120 | 65900 | | DRUG ENFORCEMENT FOR | I | 200,470.00 |
| 2 | 26513120 | 67509 | | CONTRIBUTIONS-CHIPPE | I | 40,830.00 |
| 3 | 26513120 | 70300 | | SALARIES-ELECTED OR | D | 16,000.00 |
| 4 | 26513120 | 72700 | | OFFICE SUPPLIES | I | 600.00 |
| 5 | 26513120 | 80100 | | PROFESSIONAL SERVICE | I | 31,000.00 |
| 6 | 26513120 | 80200 | | CONTRACTUAL SERVICES | I | 7,500.00 |
| 7 | 26513120 | 82800 | | INVESTIGATIONS | I | 10,000.00 |
| 8 | 26513120 | 85200 | | TELEPHONE | I | 2,500.00 |
| 9 | 26513120 | 92000 | | PUBLIC UTILITIES | I | 15,600.00 |
| 10 | 26513120 | 93100 | | EQUIPMENT REPAIR & M | I | 6,500.00 |
| 11 | 26513120 | 93200 | | VEHICLE REPAIR & MAI | I | 500.00 |
| 12 | 26513120 | 94000 | | RENTALS / LEASES | I | 70,000.00 |
| 13 | 26513120 | 94100 | | BUILDING / ROOM RENT | I | 10,600.00 |
| 14 | 26513120 | 95503 | | BOY MONEY | I | 65,000.00 |
| 15 | 26513120 | 95504 | | OTHER OPERATING EXPE | I | 20,000.00 |
| 16 | 26513120 | 96000 | | EDUCATION AND TRAINI | D | 2,500.00 |
| 17 | 26513120 | 96730 | | MACHINERY & EQUIPMEN | I | 20,000.00 |
| 18 | 26513120 | 96730 | | | | |

Journal Totals

Increase 18,500.00

Decrease 18,500.00

Enter the org code or ESC to Exit

Complete a new line here; Enter to store, or ESC to cancel input.

Bay County, Michigan

Additional Comments

Journal: 24 Line: 1

TO INCREASE 2009 BAYANET-DRUG LAW ENFORCEMENT BUDGET.

Budget Amendment Quick Entry

My File Edit Tools Help



Journal

Journal 2009/12 25 Ref CIGARE Desc TAX INC. Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|----------|
| 1 | 10125300 | 57300 | | STATE GRANT CIGARETT | I | 2,526.00 |
| 2 | 10166203 | 99910 | | TRF OUT-OTHER FND-CI | I | 743.00 |
| 3 | 10160100 | 99910 | | TRF OUT-OTHER FND-CI | I | 1,783.00 |
| 4 | 22161400 | 69910 | | TRSF IN-GEN FUND-CIG | I | 1,783.00 |
| 5 | 22160100 | 69901 | | TRANSFERS IN FROM GE | D | 1,783.00 |
| 6 | 10160100 | 99900 | | TRANSFERS OUT TO OTH | D | 1,783.00 |
| 7 | 10110100 | 40001 | | FUND BALANCE | D | 1,783.00 |
| 8 | 29266203 | 69910 | | TRSF IN-GEN FUND-CIG | I | 743.00 |
| 9 | 29266203 | 69901 | | TRANSFERS IN FROM GE | D | 372.00 |
| 10 | 29266203 | 68300 | | REIMBURSEMENTS-STATE | D | 371.00 |
| 11 | 10166203 | 99900 | | TRANSFERS OUT TO OTH | D | 372.00 |
| 12 | 10110100 | 40001 | | FUND BALANCE | D | 372.00 |

Journal Totals

| | |
|----------|----------|
| Increase | 2,526.00 |
| Decrease | 2,526.00 |

Record(s) updated.

Bay County, Michigan

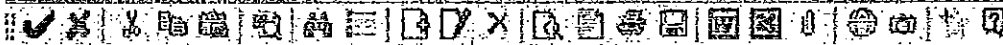
Additional Comments

Journal: 25 Line: 1

TO BUDGET FOR CIGARETTE TAX INCREASE FROM STATE OF MICHIGAN MONEY DISTRIBUTED TO HEALTH DEPARTMENT AND CHILD CARE RESPECTIVELY ON 12/17 AND 5/17 BASIS.

Budget Amendment Quick Entry

My File Edit Tools Help



Journal

Journal 2009/12 26 Ref ROAD Desc SERVICE Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|--------|
| 1 | 10131505 | 68113 | | REIMBURSEMENT MONITO | | 30.00 |
| 2 | 10131506 | 99920 | | TRF OUT-GENERL FD-IN | I | 30.00 |
| 3 | 10119100 | 69920 | | TRSF IN-OTHER FND-IN | I | 30.00 |
| 4 | 10110100 | 40001 | | FUND BALANCE | D | 30.00 |
| 5 | 10131505 | 68101 | | REIMBURSEMENT-WILLIA | I | 155.00 |
| 6 | 10131505 | 99920 | | TRF OUT-GENERL FD-IN | I | 155.00 |
| 7 | 10119100 | 69920 | | TRSF IN-OTHER FND-IN | I | 155.00 |
| 8 | 10110100 | 40001 | | FUND BALANCE | D | 155.00 |
| 9 | 10131503 | 68102 | | REIMBURSEMENT-BANGOR | I | 125.00 |
| 10 | 10131503 | 99920 | | TRF OUT-GENERL FD-IN | I | 125.00 |
| 11 | 10119100 | 69920 | | TRSF IN-OTHER FND-IN | I | 125.00 |
| 12 | 10110100 | 40001 | | FUND BALANCE | D | 125.00 |

Journal Totals

Increase 310.00
Decrease 310.00

Record(s) updated.

Bay County, Michigan

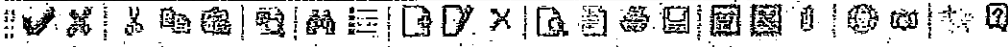
Additional Comments

Journal: 26 Line: 1

THE 2009 ROAD PATROL SERVICES INDIRECT COST WERE INCREASED BY 5%. THIS ENTRY IS THE DIFFERENCE BETWEEN THE AMOUNT ALREADY PAID AND THE 5% INCREASE AMOUNT FOR MONITOR, WILLIAMS AND BANGOR TOWNSHIPS.

Budget Amendment Quick Entry

My File Edit Tools Help



Journal

Journal 2009/12 27 Ref REG DE Desc LAPTOPS Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|------------------------|-----|----------|
| 1 | 25626800 | 95711 | | COMPUTER HARDWARE EX I | | 2,355.00 |
| 2 | 25626800 | 96742 | | COMPUTER SOFTWARE EX I | | 500.00 |
| 3 | 25626800 | 40001 | | FUND BALANCE | I | 2,855.00 |

Journal Totals

| | |
|----------|-----|
| Increase | .00 |
| Decrease | .00 |

Record(s) updated.

Bay County, Michigan

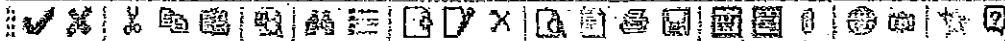
Additional Comments

Journal: 27 Line: 1

TO INCREASE COMPUTER HARDWARE (25626800-967.41 AND 967.42) FOR PURCHASE OF DELL
LAPTOP AND SOFTWARE.

Budget Amendment Quick Entry

My File Edit Tools Help



Journal

Journal 2009/12 28 Ref CO EXE Desc BUDGET Eff Date 12/08/2009

Journal Lines

| Line | Org | Object | Proj | Description | I/D | Amount |
|------|----------|--------|------|----------------------|-----|--------|
| 1 | 10117100 | 72800 | | PRINTING AND BINDING | D | 500.00 |
| 2 | 10117100 | 72900 | | POSTAGE | D | 500.00 |
| 3 | 10117100 | 82000 | | MEMBERSHIPS AND DUES | I | 500.00 |
| 4 | 10117100 | 85201 | | CELLPHONE | I | 500.00 |

Journal Totals

| | |
|----------|----------|
| Increase | 1,000.00 |
| Decrease | 1,000.00 |

Record(s) updated.

Bay County, Michigan

Additional Comments

Journal: 28 Line: 1

TO RE-ALIGN BUDGET.